

REGULAR BUSINESS MEETING – MAY 30, 2012

1. Call to Order

The Board of Education, Township of Holmdel, met in Regular Business Meeting on Wednesday, May 30, 2012 in the Cafetorium of the Indian Hill School, 735 Holmdel Road, Holmdel, New Jersey. The meeting was called to order at 7:00 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, 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, PTO, SAB presidents and student representatives to the Board.
- Filing with the Clerk of Holmdel Township, Police Headquarters and Public Library.

3a. Roll Call/Flag Salute

The following Board members were present: Mesdames: Garrity, Wetmore, Liu, Pascucci and Vander Woude and Messrs: DeSario, Pavlik, Sockol and 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. Also present was Mr. Alexander Ching student representative to the Board. Ms. Isha Purang student representative to the Board was absent.

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.

3c. Open Public Meetings Act - Establish Meeting Dates, Time and Place

RESOLVED: That the Board, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the W. R. Satz School, Library, 24 Crawfords Corner Road, Holmdel, New Jersey 07733, at 8:00 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Business Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Asbury Park Press and Independent as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Holmdel Township Board of Education Administration Office and posted on the District website.

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BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session.

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- 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.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

<b>Day of Week</b>	<b>Date</b>	<b>Time</b>	<b>Business Meeting</b>	<b>Location</b>
Wednesday	July 18, 2012	7:00 p.m.	Board Retreat Meeting	W. R. Satz School
Wednesday	July 25, 2012	7:30 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	August 29, 2012	7:30 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	September 12, 2012	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	September 19, 2012	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	October 10, 2012	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	October 24, 2012	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	November 14, 2012	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	November 28, 2012	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	December 19, 2012	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	January 09, 2013	8:00 p.m.	Reorganization Meeting	W. R. Satz School
Wednesday	January 30, 2013	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	February 13, 2013	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	February 27, 2013	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	March 13, 2013	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	March 20, 2013	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	April 10, 2013	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	April 24, 2013	8:00 p.m.	Regular Business Meeting	W. R. Satz School

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Wednesday	May 15, 2013	8:00 p.m.	Regular Business Meeting	W. R. Satz School
Wednesday	May 29, 2013	7:00 p.m.*	Regular Business Meeting	High School Commons
Wednesday	June 12, 2013	7:00 p.m.*	Regular Business Meeting	Indian Hill Cafetorium
Wednesday	June 26, 2013	8:00 p.m.	Regular Business Meeting	W. R. Satz School

Immediately preceding each Regular Business Meeting, the Board will have an Executive Session at 7:00 p.m., prevailing time to discuss personnel matters, negotiations and litigation. For the July and August meetings the Executive Session will commence at 6:30 p.m.

\*The Executive Session will commence at 6:00 p.m

Unforeseen circumstances may force the rescheduling of these meetings. In such case, notice will be given as provided in the Open Public Meetings Act.

Resolved: That the Board approve the Open Public Meetings Act - Establish Meeting Dates, Time and Place:

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 9-0

4. Presentations – Teacher of the Year Awards for Village and Indian Hill Schools  
Student Awards – Village and Indian Hill Schools  
HFEE Presentation - Teresa Graw

5. Approval of Minutes

- 5a. Approval of Minutes- Closed Executive Session Meeting – April 18, 2012

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

Closed Executive Session Meeting – April 18, 2012

MOTION: Mr. DeSario SECOND: Mrs. Wetmore VOTE: 9-0

- 5b. Approval of Minutes- Regular Business Meeting – April 18, 2012

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

Regular Business Meeting – April 18, 2012

MOTION: Mr. DeSario SECOND: Mrs. Wetmore VOTE: 9-0

- 5c. Approval of Minutes- Closed Executive Session – April 25, 2012

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

Closed Executive Session – April 25, 2012

MOTION: Mr. DeSario SECOND: Mrs. Wetmore VOTE: 9-0

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5d. Approval of Minutes- Regular Business Meeting – April 25, 2012

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

Regular Business Meeting – April 25, 2012

MOTION: Mr. DeSario SECOND: Mrs. Wetmore VOTE: 9-0

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

6b. Committee Report(s)

Buildings & Grounds Committee – Mr. Pavlik

7. Committee of the Whole

7a. Approval of Child Assault Prevention (CAP) Project for the 2012/2013 School Year

Resolved: That the Board approve the Child Assault Prevention (CAP) Project, at a cost of \$4,611.00 [\$3,227.70 G & \$1,383.30 D]

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

7b. Approval of Presenters and Workshops for Summer 2012

Resolved: That the Board approve the following list of Presenters and Workshops for Summer of 2012. (Total cost to be paid by NCLB Grant)

<b>Presenter</b>	<b>Workshop</b>	<b>Cost per hour</b>
J. Atkinson	Organizing Your Classroom Library K-6	\$75.00 per hour
J. Clores	Establishing Positive Relationships with Parents 7-12	\$75.00 per hour
A. Colaninno	Passive Restraint Workshop K-12	\$75.00 per hour
C. MacConnell	New Technology Ideas to Try This School Year 4-6	\$75.00 per hour
J. Remuzzi	Personal Narrative Writing in the Elementary Class Room 3-5	\$75.00 per hour
C. Rillo	Introduction to Google Sites, Intermediate Google Sites K-12	\$75.00 per hour
J. Rothausser	Power Teacher for Indian Hill Teachers	\$75.00 per hour
D. Salimando & E. Kenny Foggin	Dyslexia Workshop	\$75.00 per hour
S. Tetreault	Google Docs from the Ground Up K-12	\$75.00 per hour
M. Welter	Passive Restraint Workshop K-12	\$75.00 per hour

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

7c. Approval of Student Trips

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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
06/08/12	Village, Indian Hill W. R. Satz, High School	Semanchick, B. Stanzione, S. Semenza, G.	Physical Education	Special Olympics Expo TCNJ, Ewing, NJ	9:00 a.m. – 2:00 p.m.	56	16 Teachers 26 Monitors	No cost to Board
06/12/12	Indian Hill	Waddell, R.	Grade 4 class	Monmouth County Courthouse, Freehold, NJ	9:30 a.m. – 1:00 p.m.	24	4 Teachers	No cost to Board

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

7d. 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
06/22/12	Amabile, L.	High School	IDEA 2013 Training - SAGE Grant System	Neptune, NJ	\$0.00
07/12/12	Carlsson, M.	School Nurse	Managing Pediatric Emergencies in a School Setting	Philadelphia, Pa	\$122.88
06/05/12	Currie, M	Administrator, District	Best Evaluating Classroom Practices	Long Branch, NJ	\$0.00
08/15/12 & 08/16/12	Currie, M	Administrator, District	The Common Core Standards Summer Leadership Training	New Brunswick, NJ	*\$299.00
06/12/12	Currie, M.	Administrator, District	27th Annual Educational Policy & School Law by Strauss Esmay	Lincroft, NJ	\$50.00
06/22/12	Gill, M.	Administrator, District	IDEA 2013 Training - SAGE Grant System	Neptune, NJ	\$0.00
06/22/12	Gogliormella, R.	High School	IDEA 2013 Training - SAGE Grant System	Neptune, NJ	\$0.00
07/16/12 - 07/20/12	Gustella, S.	High School	AP Summer Institute for Economics	New Brunswick, NJ	*\$1025.00
10/18/12 & 10/19/12	Schillaci, B.	Administrator, Village School	Re-Thinking Leadership - Coherence Matters	Long Branch, NJ	\$195.00
06/05/12	Schillaci, B.	Administrator Village School	Best Evaluating Classroom Practices	Long Branch, NJ	\$0.00
06/06/12	Simonelli, C.	Indian Hill	Review District Professional Development Plans	Neptune, NJ	\$0.00
06/07/12	Sweetman, J.	High School	Monmouth County Association for Directors of Special Education	Eatontown, NJ	\$0.00

\*Paid with NCLB Title II Funds, or IDEA

Discussion: Mrs. Pascucci inquired about the professional development course for the AP Summer Institute for Economics.

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Ms. Currie explained that this course is a requirement for the teacher to be certified to teach the AP class.

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 9-0

7e. Approval of Out-of-District Travel, Board Member, Mrs. Barbara Garrity

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]

Date	Name	Location	Workshop/Meeting	City/State	Cost
06/12/12	Garrity, B	Board Member	27th Annual Educational Policy & School Law by Strauss Esmay	Lincroft, NJ	\$50.00

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 8-0-1  
 Abstained: Mrs. Garrity

7f. Acceptance of Donation from Mrs. Maryann L. Manning

Resolved: That the Board accept with gratitude, a monetary donation from Mrs. Maryann L. Manning, in the amount of \$100.00, in order to help with the printing costs for the Holmdel High School Literary Magazine. [D]

MOTION: Mrs. Wetmore SECOND: Dr. Tai VOTE: 9-0

7g. Approval of Transfer of Funds

Resolved: That the Board approve the Transfer of Funds for the Holmdel High School Athletic Fund (PO 12-2465 – checking account #2040361118929 in the amount of \$2,065.00 [T – To continue funding of costs for Spring sports.]

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8a. Report of the Superintendent

**Village School:**

The PSA did an amazing job running their annual Carnival event at Village School. The weather was absolutely perfect, and the students, families, and many staff members had a great time.

Village School hosted a successful Kindergarten orientation. There was a full house of new students and their families, as they prepare for their first big step at Village!

**Indian Hill School:**

All 3<sup>rd</sup> graders from Village School had the opportunity to spend the morning at Indian Hill School for 4<sup>th</sup> grade orientation. The incoming students were able to take a tour of the school, visit in a 4<sup>th</sup> grade classroom, and meet with 6<sup>th</sup> grade students, as well as, with the principal, vice principal, and guidance counselor. The

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students were very excited and the Indian Hill staff is looking forward to getting to know them all in September.

On Wednesday, May 23<sup>rd</sup> all Indian Hill School students participated in the annual “Walk-a-thon”. This PLG event helped students raise money for Indian Hill School through a positive and healthy activity.

On May 29<sup>th</sup>, 6<sup>th</sup> graders participated in their final installment of the “Heroes and Cool Kids” program. This is an ongoing program in which the high school students stress the importance of respect, teamwork and handling peer pressure effectively.

### **W. R. Satz School:**

The Satz 8<sup>th</sup> grade students and staff members left for the annual 8<sup>th</sup> grade trip to Washington, DC, early Wednesday morning and will return Friday afternoon. Our students will visit the various monuments, museums and historical sites in our nation’s capital. Specific information about the trip’s itinerary can be viewed on the Satz School website.

On Wednesday, May 23<sup>rd</sup>, students and staff from the Satz School participated in the GI Go “Jeans (and iPods) for Troops” program. Staff donated \$5 to wear jeans during the day and students donated \$5 to use their iPods during the school day. All money collected was donated to the GI Go Fund which helps our nation’s bravest Americans as they transition home.

As a result of a joint funding effort by the Satz School’s PSG and the Student Council, the motivational speaker, John Halligan presented his anti-bullying assembly program titled, “Ryan’s Story” to the Satz student body on Tuesday, May 15<sup>th</sup>. In conjunction with this event, students purchased and wore pink “Bullies Tear Down, Friends Build Up” t-shirts during the day to support the schools Anti-Bullying campaign.

### **High School:**

#### **Holmdel High School is Named One of America’s Best!**

Holmdel High School was named one of America’s best this week by *Newsweek* in its annual “Best High Schools” issue. We were ranked #179, which places us as the 6<sup>th</sup> best comprehensive high school in NJ, and #1 in Monmouth County, and comes on the heels of a similar ranking by US News and World Report just a few weeks ago. Bravo to all the students, staff, administrators, and parents on this wonderful recognition!

Six of our top students traveled to West Chester, PA on Saturday, May 26<sup>th</sup> to compete in the national All-Star Contest of the American Computer Science League. The results were very impressive, highlighted by the fact that Holmdel High schools Intermediate 3 team placed 3<sup>rd</sup> in the country. This prestigious contest involves programming and paper-and-pencil test-taking and is attended by the top technology magnet schools in the country and internationally. In all, eighty-one teams traveled to the All-Star Contest to compete in five divisions.

Holmdel High School sent two 3-person teams who qualified for the contest by virtue of their excellent regular season scores. Five of the six students received individual awards for their strong scores. The Intermediate 3 team placed 3<sup>rd</sup> in their division (out of 14 teams). Our Senior 3 team placed 8<sup>th</sup> in their division (out of 17 teams).

These results are truly impressive considering that we are a relatively small public school competing against technology magnet schools from across the country and the world! Congratulations to all of the students who sacrificed their entire Memorial Day weekend to compete for our school.

**High School Sports:**

**Boys Tennis Enjoying Another Stellar Season!**

Congratulations to the *Boys Tennis* team on their outstanding season thus far. The team defeated Newark Academy yesterday (3-2) in the first round of the NJ Tournament of Champions. The team advances to today’s semi-final round - the “final four” -- where they face #1 Millburn.

The Superintendent reported on the following current student enrollment: 3,189

Village School.....853	W.R. Satz School .....545
Indian Hill School .....744	High School.....1,047

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

The Student Representative reported out on student matters.

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

MOTION: Show of Hands to Accept – All Approved

8b. Personnel

8b.-1 Approval of Leave of Absence, Special Education Teacher, Indian Hill School

Resolved: That the Board approve a Leave of Absence for Kathleen Rossitto, Special Education Teacher, Indian Hill School, as follows without benefits:

- Personal Leave effective retroactive from May 14, 2012 through June 30, 2012 (unpaid).

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-2 Approval of Suspension

Resolved: That the Board approve a Suspension with pay, effective immediately through June 20, 2012 for “Employee 5932.”

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-3 Acceptance of Retirement, Indian Hill School

WHEREAS: Ms. Theresa Quinn has served the Holmdel Township Public Schools with distinction as a Lunch/Playground Aide, at Indian Hill School since September 1, 1999; and,

WHEREAS: Ms. Theresa Quinn has earned the respect of her students, colleagues and community residents; and

WHEREAS: Ms. Theresa Quinn will be sadly missed by students, staff and colleagues; and,



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WHEREAS: Ms. Theresa Quinn has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2012;

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education accepts Ms. Theresa Quinn’s retirement with regret, and deep gratitude for her dedication, loyalty, and outstanding services performed and further extend to Ms. Theresa Quinn its best wishes for a happy and healthy retirement.

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-4 Approval of Appointment of Summer Sports Camp Program Head Athletic Coaches and Assistant Coaches

Resolved: That the Board approve the following Summer Sports Camp Program Head Athletic Coaches and Assistant Coaches for the 2012 Summer Sports Camp Program pending sufficient enrollment: [B - No Cost to the Board – Salary is **Paid by Tuition** of Students].

<b>Position</b>	<b>Name</b>
Baseball Head Coach	Daniel Mondelli
Baseball Assistant Coach	Gene Crimoli
Field Hockey Head Coach	Nora Bosmans
Football Head Coach	Frank Papalia
Boys Lacrosse Head Coach	Salvatore Guastella
Boys Lacrosse Assistant Coach	Frank Finocchio
Girls Soccer Head Coach	Jennifer Conroy
Girls Softball Head Coach	Nora Bosmans
Girls Softball Assistant Coach	David Gurney
Tennis Head Coach	Charles Chelednik
Track Head Coach	Maurice Bell
Girls Volleyball Head Coach	Melinda Brenner
Wrestling Head Coach	Daniel Franke
Wrestling Assistant Coach	Robert Micheliche
Wrestling Athletic Assistant	James Ilvento

Discussion: Mr. Pavlik wanted to clarify that this resolution was for summer camps only.

To approve all coaching positions except Baseball Head Coach and Baseball Assistant Coach

MOTION: Mr. DeSario SECOND: Mrs. Wetmore VOTE: 9-0

To approve the Baseball Head Coach and Baseball Assistant Coach

MOTION: Mr. DeSario SECOND: Mrs. Wetmore VOTE: 7-2

NAY : Mrs. Vander Woude and Mr. Pavlik

8b.5- Approval of Summer Academic Enrichment Program Staff

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Resolved: That the Board approve the following Summer Academic Enrichment Program Teachers at a rate of \$45.00 per hour, for the 2012 Summer Academic Enrichment Program:

[B- No Cost to the Board - Salary is paid by Tuition of Students]

Last Name	First Name
Adelung	Erin
Amitrani	Marian
Amitrani	Robert
Baldino	Rebecca
Damji	Erin
Devaney	Kara
Harkness	John
Herman	Thomas
Michaud	Suzanne
Peters	Jacqueline

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-6 Approval of Appointment of the 2012 Extended School Year Personnel, Village School

Resolved: That the Board approve the following Personnel for the 2012 Extended School Year Program, as follows: [B]

<b>Teachers</b>	<b>Hourly Rate</b>
Denean Burke	\$64.03
Amanda Colannino	\$53.80
John Graham	\$66.53
Cara Kulakowski	\$43.23
Elizabeth Lieberman	\$52.21
Maria Melillo	\$37.60
Christin Michell	\$47.85
Stephanie Papazoglou	\$37.83
Maria Pasquale	\$37.46
Danielle Scheffler	\$36.71
Elizabeth Sheehy	\$54.18
Christina Trabal	\$35.97
<b>School Nurse</b>	<b>Hourly Rate</b>
Frances Flannelly	\$49.71
<b>Speech and Language Specialists</b>	<b>Hourly Rate</b>
Marjorie Longo	\$54.18
<b>Occupational Therapists</b>	<b>Hourly Rate</b>
Elizabeth Abadiotakis	\$38.20
Doreen Cancillieri	\$66.53
Nicole Newell	\$59.49
<b>Special Education Monitors</b>	<b>Hourly Rate</b>
Jeanne Acquaviva	\$27.71

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<b>Teachers</b>	<b>Hourly Rate</b>
Colleen Beuthe	\$27.71
Patrice Brown	\$27.71
Evan Christopoulos	\$21.71
Ashley Coker	\$21.71
Christine DeMarco	\$27.71
Margie Fazzolari	\$27.71
Angela Foley	\$27.71
Angela Gargano	\$27.71
Karen Gilbertson	\$27.71
Karen Gutowsky	\$27.71
Lauren Hartigan	\$21.71
Nancy Logiurato	\$27.71
Leslie McMahon	\$21.71
Christina Melillo	\$21.71
Kelly Milnicsuk	\$27.71
Kaitlyn Mulhern	\$21.71
Catherine Pacillo	\$27.71
Mary Rothman	\$27.71
Daren Saler	\$27.71
Christine Simuro	\$27.71
Regina Snyder-Armellino	\$27.71
Janice Taylor	\$27.71
Rosa Tufano	\$27.71
Colleen Wagner	\$21.71
Deborah Wiberg	\$27.71
<b>Nurse Assistants</b>	<b>Hourly Rate</b>
Ann Marie Buontempo	\$39.15
Jane Denton	\$39.15
Eileen England	\$39.15
Betty Smith	\$39.15

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-7 Approval of staff members for the Curriculum Project Work for Summer 2012 school year

Resolved: That the board approve the following staff members for the Curriculum Project work for Summer 2012 school year the non-pupil contact employment rate per hour, as per contractual agreement. [B].

<b>Planned Curriculum Project</b>	<b>Staff Member</b>
<b>Adaptive Physical Education</b>	
Grades 4 - 6	C. Swift
Grades 7 - 8	G. Semenza
Grades 9 - 12	G. Semenza
<b>Health</b>	
Grades 4-6	T. Notarcola L. Jacoby
Grades 7-8	C. Arcchi

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	H. Bailey
Grade 9-10	E. Reckage J. O'Connor
Grade 11	D. Wladich G. Semenza
Grade 12	D. Emery M. Brenner
<b>Physical Education</b>	
Grades 4-6	T. Notarcola L. Jacoby
Grades 7-8	C. Arecchi H. Bailey
Grades 9-12	M. Brenner D. Wladich
<b>Language Arts Literacy – Village</b>	
Writing, Grade K	K. Devaney N. Holota
Writing, Grade 3	S. Klinger K. Bennett
<b>Language Arts Literacy – Indian Hill</b>	
Writing, Grade 4	L. Hawksby D. Devaney
Writing, Grade 5	L. Hawksby R. Archinaco
Writing, Grade 6	J. Atkinson R. Watts
<b>Language Arts - WRS</b>	
English Grade 7	J. Rogers M. Caliendo
English Grade 8	J. Rogers L. Imbro
Honors English, Grade 7	J. Rogers M. Caliendo
Honors English, Grade 8	J. Rogers L. Imbro
<b>Language Arts - HHS</b>	
English 1	M. Caliendo M. McDonald
English 2	M. Caliendo M. McDonald
English 3	D. Gothelf S. Dante
English 4	T. Herman
Honors English 1	M. Caliendo M. McDonald
Honors English 2	M. Caliendo M. McDonald
Honors English 3	D. Gothelf S. Dante
Honors English 4	T. Herman
AP Language and Composition	D. Gothelf
<b>Mathematics – HHS</b>	
Advanced Algebra 2	J. Buscema
Honors Pre-Calculus	D. Bellavance A. Wright

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<b>Mathematics – IH</b>	
Math, Grade 6	K. McCarthy
Math, Grade 6 Enrichment	A. Joseph
<b>Science – HHS</b>	
Principles of Chemistry	P. Lutz
Earth and Space Science	L. Blustein
<b>Science – IH</b>	
Science, Grade 6	K. McCarthy
<b>Science – Village</b>	
Science, Grade K	D. Varga
Science, Grade 1	K. Redding K. Higley
Science, Grade 2	H. Dangler
<b>Social Studies - WRS</b>	
Social Studies, Grade 7	K. Howard T. Ebinger
Social Studies, Grade 8	J. Schultheis B. Burns
<b>Social Studies - HHS</b>	
US History 1	M. Kousoulis
Perspectives on America Today: Politics, Government and Current Issues	J. Gelpke D. Gurney M. Kousoulis
<b>World Language – HHS</b>	
Honors Chinese 4	J. Chu
Honors Italian 4	E. Malolepszy A. Ranieri
Latin 3	C. Boueil S. McCafferty
AP Latin Vergil-Caesar	C. Boueil S. McCafferty
Spanish 1	E Hausser J. Cibelli
<b>21<sup>st</sup> Century Life and Career Skills - HHS</b>	
Culinary Arts E	J. Harkness
Culinary Arts F	J. Harkness
Culinary Arts G	J. Harkness
Culinary Arts H	J. Harkness
<b>BSI - Village</b>	
Achieve, Grades K-3	A. Lange B. Trahim

Discussion: Mr. Sockol asked how the Writers Workshop is going to be rolled out. He also inquired if the lessons learned from the Readers Workshop would be considered. Ms. Currie stated that the district always considers all input and experiences to ensure the most successful roll out. Mrs. Pascucci inquired if Board Action will be required to approve the Writers Workshop. Ms. Currie explained that there are state requirements regarding compliance with the Core Curriculum Standards and the C&I Committee will review and recommend approval to the full Board.

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 9-0

8b.-8 Appointment of Temporary Leave Replacement, (.5) Basic Skills Teacher, Village School

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Resolved: That the Board approve the appointment of Elizabeth Trahim as Temporary Leave Replacement (.5) Basic Skills Teacher, step 2MA at a salary of \$58,365.00 (prorated), Village School, effective September 1, 2012 through February 2, 2013. [J. Steele - Leave] [B]

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-9 Appointment of Temporary Leave Replacement, Special Education Teacher, Indian Hill School

Resolved: That the Board approve the appointment of Jacqueline Mazza as Temporary Leave Replacement, Special Education Teacher, step 1BA at a salary of \$48,555.00 (prorated), Indian Hill School, effective September 1, 2012 through February 6, 2013. [K. Frank - Leave] [B]

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8 b-10 Appointment of Part-time Special Education Monitor, Village School

Resolved: That the Board approve the appointment of Robin Dreuer as a Part-time Special Education Monitor, Village School, 5.5 hours per day, 4 days per week, at a salary of \$27.17 per hour, effective retroactive from May 22, 2012 through June 30, 2012. [B]

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-11 Approval of Change/Transfer of Assignment, Achieve Teacher, Indian Hill School

Resolved: That the Board approve a transfer for Jenna Atkinson from Achieve Teacher, Indian Hill School to Grade 6 Teacher, Indian Hill School, effective September 1, 2012 through June 30, 2013.

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-12 Approval of Change/Transfer of Assignment, Grade 5 Teacher, Indian Hill School

Resolved: That the Board approve a Transfer for Shawn Boehmcke from Grade 5 Teacher, Indian Hill School to Grade 6, Indian Hill School, effective September 1, 2012 through June 30, 2013.

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-13 Approval of Change/Transfer of Assignment, Grade 5 Teacher, Indian Hill School

Resolved: That the Board approve a Transfer for Susan Felice from Grade 5 Teacher, Indian Hill School to Achieve Teacher, Indian Hill School, effective September 1, 2012 through June 30, 2013.

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-14 Approval of Change/Transfer of Assignment, Grade 8 Teacher, W. R. Satz School

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Resolved: That the Board approve a Transfer for Tracey Abrams from Grade 8, Science Teacher, and W.R. Satz School to Grade 7, Science Teacher, W. R. Satz School, effective September 1, 2012 through June 30, 2013.

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-15 Approval of Change/Transfer of Assignment, Grade 7/8 Teacher, W. R. Satz School

Resolved: That the Board approve a Transfer for Marianne Asaro from Grade 7/8, Science Teacher, W. R. Satz School to Grade 8, Science Teacher, W. R. Satz School, effective September 1, 2012 through June 30, 2013.

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-16 Approval of Change/Transfer of Assignment, Grade 7 Teacher, W. R. Satz School

Resolved: That the Board approve a Transfer for Jennifer Flynn from Grade 7, Science Teacher, and W. R. Satz School to Grade 7/8, Science Teacher, W. R. Satz School, effective September 1, 2012 through June 30, 2013.

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-17 Approval of Student Teacher/Field Experience/Classroom Observation, Indian Hill School

Resolved: That the Board approve Christopher Orzechowski as a Student Teacher in the area of Elementary and Special Education from September 4, 2012 through December 21, 2012. Cooperating teachers will be D. Newton and S. Croken.

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-18 Approval of Community Service, Indian Hill School

Resolved: That the Board approve Rachel Stollar 20 hours of Community Service at Indian Hill School from May 31, 2012 through June 30, 2012. Cooperating teachers will be Genevieve Kotzas and Diane Newton.

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8b.-19 Appointment of Day-To-Day Substitute Personnel

Resolved: That the Board approve the appointment of the following as a Day-to-Day Substitute Teacher effective May 31, 2012 through June 30, 2012. [B].

Stephanie Bontales

MOTION: Dr. Tai SECOND: Mrs. Wetmore VOTE: 9-0

8c. Student Matters

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

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

Mrs. Duncan reported the following (5/16/2012 – present):

School	# of Incidents	Notes
Village School	1	unsubstantiated
Indian Hill School	0	
W.R. Satz School	2	1- substantiated 1- unsubstantiated
Holmdel High School	0	

MOTION: Mrs. Wetmore SECOND: Dr. Tai VOTE: 9-0

8c.-2 Approval of Student Placements

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

Department of Special Services  
In-District Placements

Student ID	Services	Classification	Cost
8195779099	Home Instruction	OHI	\$56.00 per hour

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

8c.-3 Approval of Elementary Extended School Year Program Tuition Contract Agreement between Metuchen Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve a Metuchen tuition student, at a tuition rate of \$3,230.00, to attend the Elementary Extended School Year Program. Transportation will be provided by the Metuchen Board of Education.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

8c.-4 Approval of Elementary Extended School Year Program Tuition Contract Agreement between Brick Township Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve a Brick Township tuition student, at a tuition rate of \$3,720.00, to attend the Elementary Extended School Year Program. Transportation will be provided by the Brick Township Board of Education.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

8c.-5 Approval of Elementary Extended School Year Program Tuition Contract Agreement between Asbury Park Board of Education and the Holmdel Township Board of Education



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Resolved: That the Board approve an Asbury Park tuition student, at a tuition rate of \$4,872.00, to attend the Elementary Extended School Year Program. Transportation will be provided by the Asbury Park Board of Education.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

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

9a. Adoption of Official Newspapers

Resolved: That the following resolution is hereby adopted:

WHEREAS, The Open Public Meetings Act (Chapter 231, P.L. 1975) N.J.S.A. 10:4.6 et seq. requires that certain notice of meeting be submitted to two newspapers, one of which shall be the official newspaper, and

WHEREAS, The second newspaper designated by this Board must be one which has the greatest likelihood of informing the public within the jurisdictional boundaries of the Board of Education of such meetings, now, therefore, be it

RESOLVED by the Board of Education of the Township of Holmdel as follows:

1. ***Asbury Park Press*** is hereby designated as the official newspaper to receive all notices of meetings.
2. ***Independent*** is hereby designated as the second newspaper having the greatest likelihood of informing the public within the jurisdictional area of the Board of Education of notice of meetings designated to receive all notices of meetings as required by the Open Public Meeting Act.
3. The Asbury Park Press and/or the Independent are hereby designated as the newspapers for legal advertisements.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9b. Approval of Parliamentary Procedures

Resolved: That the Board adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarian for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9c. Approval of Depositories

RESOLVED That the below listed Financial Institutions, Fund and Corporation be designated as

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approved depositories for the Holmdel Township Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Approval of Depositories:

Bank of America	Holmdel, NJ
Wells Fargo	Holmdel, NJ
N.J. Cash Management Fund	Trenton, NJ
NJ/ARM	Princeton, NJ
FNC Securities, Inc.	Fairfield, NJ
Valley National Bank	Holmdel, NJ
Sovereign Bank	Holmdel, NJ
TD Bank	Holmdel NJ

AND FURTHER BE IT RESOLVED that the Board Secretary and/or the Assistant Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only.

AND FURTHER BE IT RESOLVED that the Board Secretary and/or the Assistant Board Secretary be authorized to enter into agreement/s with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposit/s when appropriate.

AND FURTHER BE IT RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements.

AND FURTHER BE IT RESOLVED that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investments Accounts in any one or all of the above depositories when in the best interest of the Board of Education.

AND FURTHER BE IT RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile.

AND FURTHER BE IT RESOLVED that the Board Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories.

AND FURTHER BE IT RESOLVED that the Board Secretary and/or the Assistant Board Secretary be hereby authorized on behalf of the Board of Education to:

- (a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose, and
- (b) Authorize the depositories to purchase or sell C.D.'s, Repurchase Agreements and other securities, and
- (c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9d. Authorized Signatures

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Resolved: That the following signatures (signatures may be original or facsimile) are hereby authorized for the accounts specified:

General Account Three (3) Signatures Required

1. Board President or Board Vice President
2. Business Administrator/Board Secretary
3. Treasurer of School Funds

Payroll Account - One (1) Signature Required

1. Treasurer of School Funds

Payroll Tax Account - Two (2) Signatures Required

1. Business Administrator/Board Secretary and
2. President or Vice President of the Board and/or Treasurer of School Funds

Food Service Account - Two (2) Signatures Required

1. Business Administrator/Board Secretary and
2. President or Vice President of the Board or Treasurer of School Funds

Petty Cash Checking Account – Board Office – One (1) Signature Required

1. Business Administrator/Board Secretary or Superintendent of Schools

Holmdel High School Activity Account -Two (2) Signatures Required

1. High School Principal and
2. High School Assistant Principal or Business Administrator/Board Secretary

Holmdel High School Athletic Account – Two (2) Signatures Required

1. High School Principal and
2. Supervisor of Athletics or High School Assistant Principal or Business Administrator/Board Secretary

W. R. Satz School Student Activity Account –Two (2) Signatures Required

1. W. R. Satz Principal and
2. W. R. Satz Assistant Principal or Business Administrator/Board Secretary

W. R. Satz School Athletic Account –Two (2) Signatures Required

1. W. R. Satz Principal and
2. Supervisor of Athletics or W. R. Satz Assistant Principal or Business Administrator/Board Secretary

Indian Hill School Student Activity Account – Two (2) Signatures Required

1. Indian Hill School Principal and
2. Indian Hill School Assistant Principal or Business Administrator/Board Secretary

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Village School Student Activity Account – Two (2) Signatures Required

1. Village School Principal and
2. Village School Assistant Principal or  
Business Administrator/Board Secretary

Holmdel Board of Education Prime Time Program - Two (2) Signatures Required

1. Director of Prime Time Program and
2. Business Administrator/Board Secretary

Summer Academic Enrichment Program– Two (2) Signatures Required

1. Director of Summer Academic Enrichment Program and
2. Business Administrator/Board Secretary

Unemployment Escrow Account – Two (2) Signatures Required

1. Business Administrator/Board Secretary and
2. President or Vice President of the Board or  
Treasurer of School Funds

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9e. Appointment of Representatives Requesting Federal and State Funds

Resolved: That the following resolution is hereby adopted:

BE IT RESOLVED that the Superintendent of Schools and the Business Administrator/Board Secretary or their designees, of the Holmdel Township Board of Education are hereby designated as the Board’s authorized agents to file applications and requests for State and Federal Funds under existing State and Federal laws.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9f. Approval of Board Policies and Regulations

Resolved: That the policies and regulations governing the actions of the Holmdel Township Board of Education, as on file in the Office of the Business Administrator/Board Secretary, are hereby readopted.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9g. Approval of the Following Appointments

Resolved: That the Board approve William Balicki, Director of Plant, Operations and Maintenance to the following appointments for the 2012/2013 school year.

- |  |                                      |
|--|--------------------------------------|
| Right-To-Know Officer                  | Indoor Air Quality Designated Person |
| AHERA Designated Person                | ADA Compliance Officer               |
| Safety Officer                         | Asbestos Management Officer          |
| Integrated Pest Management Coordinator | Chemical Hygiene Officer             |

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MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9h. Appointment of Public Agency Compliance Officer

Resolved: That the Board appoint Peter W. Mikos as Public Agency Compliance Officer (PACO) for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9i. Appointment of Affirmative Action Officer

Resolved: That the Board appoint Mary Beth Currie, as the Affirmative Action Officer for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9j. Appointment of 504 Officer

Resolved: That the Board appoint Eric Swensen as the “504” Officer for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9k. Appointment of Homeless Liaison

Resolved: That the Board appoint Eric Swensen as Homeless Liaison for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9l. Appointment of Issuing Officer for Working Papers

Resolved: That the Board appoint Dolores Soffientini as Issuing Officer for Working Papers for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9m. Appointment of Substance Awareness Coordinator

Resolved: That the Board appoint Cathleen Moran-Kudisch as Substance Awareness Coordinator for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9n. Approval of Designation of Superintendent Transfer Authority

Resolved: That as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated as Chief School Administrator to approve such line item budget transfers as are necessary between Board of Education meetings, and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

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MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9o. Appointment of Title IX Officer

Resolved: That the Board appoint J. Randy Westrol as the Title IX compliance officer for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9p. Approval of School Funds Investor

Resolved: That the Board designate the Business Administrator/Board Secretary, as its school funds investor pursuant to 17:12B-0241 for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9q. Approval of Uniform Minimum Chart of Accounts for 2012/2013

Resolved: That the Board adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9r. Approval of Tax Shelter Annuity Companies for 2012/2013

Resolved: That the Board approve the following companies to provide Tax Shelter Annuity salary reduction agreements for the 2012/2013 school year.

AXA Equitable	Fidelity Investments
Lincoln Investment Planning Inc.	Met Life Investments
Valic	

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 8-0-1

Abstained: Mr. Sockol

9s. Approval of 125 Plan

Resolved: That the Board approve the Adoption of the School Employees' Health Benefits Program, to Pre-Tax Employee Contributions for All Health Insurance and To Enable Cash-in-Lieu of Benefits

WHEREAS, Section 125 of the Internal Revenue code allows all payments for health insurance to be deducted from an employee's pay before Federal taxes, and not to count as gross income; and

WHEREAS, Section 125 of the Internal Revenue Code allows the employee option of Cash-In-Lieu of Benefits; and

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WHEREAS, The Board of Education wishes to adopt such a Premium Only Plan within the context of Section 125 of the Internal Revenue Code for the benefit of employees; and

NOW, THEREFORE, Be it Resolved by the Board of Education of Monmouth County and the State of New Jersey as follows:

The Board hereby adopts the School Employees' Health Benefits Program, the Adoption Agreement, and component benefit plans and policies, effective as of the date specified in the Adoption Agreement.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9t. Approval of Tax Requisition Schedule for the 2012/2013 School Year

Resolved: That the Board hereby approve the Tax Requisition Schedule for the 2012/2013 School Year as listed on Attachment #9t.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9u. Approval of Petty Cash Accounts

Resolved: That the Board, in accordance with Board Policy #3451, approve the following Petty Cash Accounts and amounts for the 2012/2013 school year for the Administrative Offices and for each school office.

Central Administrative Offices	\$ 500.00
Holmdel High School	\$ 250.00
William R. Satz School	\$ 250.00
Indian Hill School	\$ 250.00
Village School	\$ 250.00

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9v. Approval of Claims Auditor Pre-Payment Authority

Resolved: That the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority, as provided by N.J.S.A. 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9w. Approval of Necessary Payment of Bills Between Board Meetings

Resolved: That the Board approve Necessary Payment of Bills between Board Meetings for the 2012/2013 school year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

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9x. Appointment of Representative to County Educational Services Commission

Resolved: That the Superintendent of Schools, is designated as the Board representative to the Monmouth-Ocean Education Services Commission for a period from the date of this Organization Meeting to the Organization Meeting in the next calendar year.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9y. Approval of Fee for Copies of Public Documents

Resolved: In accordance with the fee structure of The Open Public Records Act (OPRA), that the Board of Education hereby establishes a photocopy fee of Five cents (\$0.05) per letter size page or smaller, and Seven cents (\$0.07) per legal size page or larger.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9z. Approval to Exceed Hotel Costs in Excess of Guidelines

Resolved: That the Holmdel Township Board of Education approves reimbursement of hotel rates for a standard hotel room in excess of guidelines if the hotel is part of a convention site or for other reasons as deemed appropriate and approved by the Superintendent of Schools and/or designee for the 2012/2013 School Year.

Discussion: Mrs. Vander Woude expressed concerns with approving this resolution. Ms. Garrity explained that it is typical that a hotel may have a conference and the room rates are higher than the guidelines allow.

Mr. Sockol stated he was comfortable with this resolution because there is a cap set for total professional development costs and the administration has a proven track record of efficiency.

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 8-1  
NAY: Mrs. Vander Woude

9aa. Adoption of Emergency Management Plan

Resolved: That emergency procedures described in the official Holmdel Township School Emergency Management Plan be approved as recommended by the Superintendent of Schools.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9bb. Approval of Travel and Related Expenses Reimbursement

Resolved: That the Board approve the following Travel and Related Expenses Reimbursement:

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 of furthers the efficient operation of the school district; and



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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 \$250.00 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 reimbursement in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$67,350.00 for all staff and Board members.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9cc. Approval of Cover Page for Regular Business Meetings

Resolved: That the Board approve the Cover Page for Regular Business Meetings. Attachment 9cc.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9dd. Approval of Resolution Authorizing the Procurement of Goods and Services Through State Agency for 2012/2013

Resolved: WHEREAS, N.J.S.A. 18A:18A-10 provides that a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Holmdel Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, The Holmdel Township Board of Education desires to authorize its purchasing agent for the 2012/2013 to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Holmdel Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing

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Agent shall make known to the Board the Commodity/Service, Vendor, and State Contract Number utilized.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9ee. Approval of a Resolution for Increasing Bid Threshold and Appointing a Qualified Purchasing Agent

Resolved: That the Board approve the following resolution increasing the bid threshold and appointing a Qualified Purchasing Agent, pursuant to N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq.

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$36,000.00; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold: and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Michael R. Petrizzo, CPA possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services with N.J.A.C. 5:34-5 et seq.: and

WHEREAS, the Holmdel Township Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3; now, therefore, be it

RESOLVED, that the governing body of the Holmdel Township Board of Education, in the County of Monmouth, in the State of New Jersey hereby increases its bid threshold to \$36,000.00; and be it further

RESOLVED, that the governing body hereby appoints Michael R. Petrizzo, CPA as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Michael R. Petrizzo's certification to the Director of the Division of Local Government Services.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9ff. Approval of Custodian of Records Public Access to Records

Resolved: That the Board approve the Custodian of Records Public Access to Records as follows:

WHEREAS, P.L. 2001, c.404 (C.47:1A-7), known as the Public Access Law, amends and supplements P.L. 1963, c 73.P.L. 1995, c.23 and P.L. 1998, c.17 regarding public access to government records, and

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WHEREAS, the law designates that a person be designated as the custodian of a government record,  
and

WHEREAS, copies of permitted government records must be provided to persons upon written  
request and upon prepayment of fees prescribed by law or regulation, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education appoints the Business  
Administrator/Board Secretary as the custodian of government records, and

BE IT FURTHER RESOLVED, that the Holmdel Township School District approves the  
attached form (attachment 9-aa) for the use of any person, who requests access to a  
government record, and

BE IT FURTHER RESOLVED, that the fees should be reviewed and approved annually by the  
Board of Education.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9gg. Approval of Doctrine of Necessity

Resolved: WHEREAS, the School ethics Act, N.J.S.A. 18A:12-21 et seq. was enacted by the  
New Jersey State Legislature to ensure and preserve public confidence in school  
Board members and school administrators and to provide specific ethical standards to  
guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the  
Doctrine of Necessity when a quorum of a Board of Education has conflicts of  
interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public  
Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and  
clarify its opinion; and

BE IT FURTHER RESOLVED that the Boards of Education and Charter School  
Boards of Trustees that invoke the Doctrine are directed to read the resolution at a  
regularly scheduled public meeting, post it where it posts public notices for 30 days  
and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution  
to the Executive County Superintendents for distribution to the school districts and  
charter schools, the New Jersey School Boards Association, the New Jersey  
Principals and Supervisors Association, the New Jersey Association of School  
Administrators, the New Jersey Association of School Business Officials and the  
New Jersey Education Association.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9hh. Approval of Waiver of Coverage School Employees' Health Benefits Program

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Resolved: That the Board approve the following Waiver of Coverage School Employees' Health Benefits Program (SEHBP):

WHEREAS, employees are permitted to waive their SEHBP medical and prescription coverage – provided they have other health care coverage, and

WHEREAS, a School Employees' Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application must be submitted through the Human Resources Office to the SEHBP in order to waive SEHBP medical and prescription coverage, and

WHEREAS, to reinstate coverage under the SEHBP, an employee must once again complete a School Employees' Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application, and

WHEREAS, the employee must notify the SEHBP within 30 days of the loss of the other coverage and provide proof of loss of that coverage. And

WHEREAS, reinstatement will be effective immediately following the loss of the employee's other health plan coverage,

NOW THEREFORE BE IT RESOLVED, that the Holmdel Township Board of Education offers the opt out plan to all active eligible employees, and

BE IT FURTHER RESOLVED, those active eligible employees who are eligible for other health care coverage will receive an incentive payment in accordance with the approved SEHBP plan, and

BE IT FURTHER RESOLVED, the incentive payment will be made annually on the closest pay date to June 30 each year.

The decision of the Holmdel Township Board of Education to allow its employees to waive coverage, and the amount of incentive to be paid, cannot be subject to the collective bargaining process.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9ii. Appointment of School Board Attorney for the 2012/2013 School Year

Resolved: That the following resolution is hereby adopted:

RESOLUTION AUTHORIZING AN AGREEMENT FOR LEGAL SERVICES ADOPTED BY THE HOLMDEL TOWNSHIP BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH.

WHEREAS, there exists a need for legal services for the Holmdel Township Board of Education; and

WHEREAS, such legal services can be provided by the law firm of Reussille, Mausner, Carotenuto, Barger, Kenny & Steel, L.L.C., and Martin M. Barger, Esq. as designated licensed attorney for the firm, 365 Broad Street, P.O. Box 580, Red Bank, NJ 07701, is so recognized as such; and

WHEREAS, funds in the amount of \$65,000.00 annually are available for this purpose;

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NOW THEREFORE, BE IT RESOLVED, BY THE HOLMDEL TOWNSHIP BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. That the firm of Reussille, Mausner, Carotenuto, Barger, Kenny & Steel, L.L.C. is hereby appointed as legal counsel at an annual retainer of \$27,000.00 and \$110.00 per hour for extra services for the 2012/2013 school year (no increase from 2011/2012).
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A (a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. The contract shall be in conformance to the Political Contribution Disclosure Law N.J.S.A. 19:44A-20.26.
4. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9jj. Appointment of Labor Negotiator Services for the 2012/2013 School Year

Resolved: That the following resolution is hereby adopted:

RESOLUTION AUTHORIZING AN AGREEMENT FOR  
LABOR NEGOTIATOR SERVICES ADOPTED BY THE HOLMDEL TOWNSHIP  
BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH.

- WHEREAS, there exists a need for a labor negotiator for the Holmdel Township Board of Education; and
- WHEREAS, such services can be provided by Kenney, Gross, Kovats & Parton, Attorneys at Law, The Courts of Red Bank, 130 Maple Avenue/Building 8, P.O. Box 8610, Red Bank, NJ 07701;

NOW THEREFORE, BE IT RESOLVED, BY THE HOLMDEL TOWNSHIP BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. That the Firm of Kenney, Gross, Kovats & Parton, Attorneys at Law, is hereby appointed as Labor Negotiator at \$145.00 per hour for the 2012/2013 school year (no increase from 2011/2012).
2. The contract is awarded without competitive bidding as “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A (a)(1), because it is for services performed by persons authorized by law to practice as a recognized professional.
3. The contract shall be in conformance to the Political Contribution Disclosure Law N.J.S.A. 19:44A-20.26.
4. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

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MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9kk. Appointment of School Auditor for the 2012/2013 School Year

Resolved: That the Board approve the following resolution:

RESOLUTION AUTHORIZING AN AGREEMENT FOR AUDITING SERVICE ADOPTED BY THE HOLMDEL TOWNSHIP BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH.

WHEREAS, there exists a need for auditing services and to hire an auditor; and

WHEREAS, such auditing services can be provided only by a licensed auditor and the firm of Hutchins, Farrell, Meyer & Allison, P.A., 912 Highway 33, Suite 2, Freehold, NJ 07728 is so recognized as such  
WHEREAS, funds in the amount of \$30,090.00 are available for this purpose (no increase from 2011/2012).

BE IT RESOLVED BY THE HOLMDEL TOWNSHIP BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The auditing firm of Hutchins, Farrell, Meyer & Allison, P.A., 912 Highway 33, Suite 2, Freehold, NJ 07728, is hereby retained to provide auditing services necessary in conjunction with the performance of the 2011/2012 Annual School Audit.
2. The Board appoints Robert Allison, partner, to serve in the capacity of auditor.
3. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
4. The contract shall be in conformance to the Political Contribution Disclosure Law N.J.S.A. 19:44A-20.26.
5. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9ll. Appointment of School Physician for the 2012/2013 School Year

Resolved: That Dr. Alan Cabasso is hereby reappointed School Physician for the 2012/2013 school year at an annual fee of \$18,360.00 (no increase from 2011/2012).

Note: The contract shall be in conformance to the Political Contribution Disclosure Law N.J.S.A. 19:44A-20.26.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

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9mm. Appointment of Architect of Record for the 2012/2013 School Year

Resolved: That Leon Bruno is hereby reappointed Treasurer of School Funds for the 2012/2013 school year at an annual fee of \$5,000.00 (no increase from 2011/2012).

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9nn. Appointment of Treasurer of School Funds for the 2012/2013 School Year

Resolved: That Leon Bruno is hereby reappointed Treasurer of School Funds for the 2012/2013 school year at an annual fee of \$5,000.00 (no increase from 2011/2012).

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9oo. Appointment of Health Insurance Agent of Record for the 2012/2013 School Year

Resolved: That the firm of Brown & Brown Benefit Advisors, Shrewsbury, NJ, is hereby reappointed Health Insurance Agent of Record for the 2012/2013 school year (no increase from 2011/2012).

Note: The contract shall be in conformance to the Political Contribution Disclosure Law N.J.S.A. 19:44A-20.26.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9pp. Appointment of Insurance (Property & Casualty) Agent of Record for the 2012/2013 School Year

Resolved: That the firm of Holmes and McDowell, 34 West Main Street, P.O. Box 348, Holmdel, NJ, is hereby reappointed, Insurance (Property & Casualty) Agent of Record for the 2012/2013 school year (no increase from 2011/2012).

Note: The contract shall be in conformance to the Political Contribution Disclosure Law N.J.S.A. 19:44A-20.26.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9qq. Appointment of Insurance (Workers Compensation) Agent of Record for the 2012/2013 School Year

Resolved: That the firm of G. R. Murray, 707 State Road, P.O. Box 83, Princeton, NJ 08542, is hereby reappointed Insurance (Workers Compensation) Agent of Record for the 2012/2013 school year (no increase from 2011/2012).

Note: The contract shall be in conformance to the Political Contribution Disclosure Law N.J.S.A. 19:44A-20.7.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

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9rr. Appointment of Sewer Plant Operator for the 2012/2013 School Year

Resolved: That Raymond Stover is hereby reappointed Sewer Plant Operator for the 2012/2013 school year at annual contracted service fee of \$17,850.00 (no increase from 2011/2012).

Note: The contract shall be in conformance to the Political Contribution Disclosure Law N.J.S.A. 19:44A-20.26.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9ss. Approval of Cooperative Bidding Program with Educational Data Services, Inc. for the 2012/2013 School Year

Resolved: That the Board approve Educational Data Services, Inc., as a New Jersey Cooperative Bidding Program for custodial, athletic and school supplies. The licensing and maintenance fee for the 2012/2013 school year will be \$7,850.00 (no increase from 2011/2012).

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9tt. Approval of E-rate Partners for E-rate Funding for the 2012/2013 School Year

Resolved: That the Board approve E-rate Partners for E-rate Funding for the 2012/2013 school year (no increase from 2011/2012). On file in the office of the Business Administrator/Board Secretary.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9uu. Approval of Employee Assistance Program for the 2012/2013 School Year

Resolved: That the Board renew the contract for the 2012/2013 school year (no increase from 2011/2012) with the CPC Behavioral Healthcare, for the Employee Assistant Program as follows:

Services	Rate
Administration Brochures , magnets, posters & Health Fairs	\$900.00 annual
Evaluations & Short term Counseling of Employees& Immediate family Members	\$95.00 per hour
Employee Seminars Groups as requested	\$175.00 per hour
Critical Incident Debriefing	\$150.00 per hour

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0

9vv. Approval of Budget Transfers, 2011/2012

Resolved: That the Board approve the 2011/2012 Budget Transfers as listed on attachment T-12-15.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 9-0



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9ww. Approval of Bills List – Mrs. Liu, Board Member

Resolved: That the Board approve payment of the May 30, 2012 regular bills list in the amount of \$70.25 to Mrs. Liu, and as certified and approved.

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 8-0-1  
Abstained: Mrs. Liu

9xx. Approval of Bills List –May 30, 2012

Resolved: That the Board approve the bills list of May 30, 2012 in the amount of \$856,298.20 and as certified and approved.

MOTION: Mr. Sockol SECOND: Mrs. Wetmore VOTE: 9-0

10. Old Business

Mrs. Wetmore reminded the committee chairs that at the last Board meeting in June they will need to report out the annual reports for the applicable committees. She also stated that the Board appears to be current with committee notes being posted to the web for all of our committees except one. She requested that the current and former chair of that applicable committee send the outstanding notes to the Superintendent's office so the notes can be posted to the web.

11. New Business

Mr. Sockol stated that he would like to discuss technology at the next Board retreat and the district's vision going forward as to how to best use technology in the classroom, district, etc. He stated the district and Board goals should address this with very clear and measurable goals.

Mrs. Duncan stated that this review process is what the district does on a consistent basis at the administration meetings.

12. Questions from the Public - None

13. Executive Session (if required)

President Garrity called for an Executive Session at 9:08 p.m., to discuss matters involving personnel and legal. Anticipating no further public action she stated that the Board would adjourn from Executive Session.

14. Adjournment

By a unanimous voice vote the meeting adjourned at 9:09 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary