

1. Call to Order

The Board of Education, Township of Holmdel, met in Regular Business Meeting/Public Hearing on Thursday, March 21, 2013 in the library of the W.R. Satz School, 24 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 8:00 p.m., by Mrs. Vander Woude, President of the Board.

2a. Opening Statement

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

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

2b. Open Public Meetings Act

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

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

3a. Roll Call/Flag Salute

The following Board members were present: Mesdames: Vander Woude, Garrity, Liu, Pascucci and Wetmore and Messrs: Pavlik, DeSario, Hammer and Sockol. 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 Ms. Gabrielle Pettineo, Board Attorney. Ms. Isha Purang student representative to the Board was present. Ms. Sara Stark 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.

4. Presentations – NJSBA Ethics Training- Kathy Winecoff

Mrs. Pascucci inquired as to the correct process to follow if you need to speak with an administrator to get additional information. Ms. Winecoff stated that you can always contact the Superintendent or Board President to obtain additional information, but you should follow the process you have in place.

Mr. Sockol asked for clarity regarding the two tenets of the Code of Ethics. Ms. Winecoff stated she would provide additional information to be distributed to the Board regarding this matter.

Mr. Pavlik inquired how the district would address an Open Public Records Act (OPRA) request for emails with potentially confidential information. Ms. Winecoff recommended the Board Attorney review the OPRA request first to ensure confidential information is not provided.

5. Approval of Minutes

5a. Approval of Minutes- Closed Executive Session – February 13, 2013

Resolved: That the Board approve the minutes of the following meeting:
Closed Executive Session – February 13, 2013

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

5b. Approval of Minutes-Regular Business Meeting– February 13, 2013

Resolved: That the Board approve the minutes of the following meeting:
Regular Business Meeting – February 13, 2013

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

5c. Approval of Minutes- Closed Executive Session – February 27, 2013

Resolved: That the Board approve the minutes of the following meeting:
Closed Executive Session – February 27, 2013

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

5d. Approval of Minutes-Regular Business Meeting– February 27, 2013

Resolved: That the Board approve the minutes of the following meeting:
Regular Business Meeting – February 27, 2013

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

6a. Questions from the Public (Agenda Items)

Mrs. Strickland, resident/parent, inquired as to the status of the current Ethics charges.

Mrs. Vander Woude stated that the Ethics charges are personal actions and are not Board matters until there is a decision made.

Mr. Pavlik stated that we are in this for the children and the Board would like to move forward and to continue asking questions regarding these ridiculous Ethics charges are preventing the District from moving forward.

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6b. Committee Reports(s)

Ms. Garrity - Community Relations

At the conclusion of Ms. Garrity's Community Relations report there was discussion among the Board regarding the proposed communications survey. The Board approved the applicable survey and timelines. Mrs. Duncan stated that she would contact the Presidents Council and utilize Alert Now to inform all parents regarding the survey.

7. Committee of the Whole

7a. Approval of Out-of-District Travel, District Personnel

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

District Personnel

Date	Name	Location	Workshop/Meeting	City/State	Cost
03/22/13	Bruce, J.	W. R. Satz School	NJASK State Training For School Coordinators	Egg Harbor, NJ	\$0.00
04/19/13	Clores, J.	High School	Monmouth County School Counselors "Good Ideas" Annual Conference	Lakewood, NJ	\$0.00
05/20/13	Clores, J.	High School	Roundtable Breakfast - Colleges that Change Lives	Long Branch, NJ	\$0.00
04/19/13	Fleming-Commisso, C.	High School	Monmouth County School Counselors "Good Ideas" Annual Conference	Lakewood, NJ	\$0.00
05/22/13	Givens, S.	Village School	Using the iPad as a Tool for Math Instruction	Eatontown, NJ	\$0.00
04/12/13	Killean, A.	Supervisor, District	Job Fair The College of NJ	Ewing Twp, NJ	\$0.00
04/19/13	Kousoulis, M.	High School	22nd Annual Law-Related Education Conference	New Brunswick, NJ	\$20.00
05/30/13	Laverne, Y.	Village School	Implementing Best Practices in Inclusive Education Classroom	Eatontown, NJ	\$0.00
04/19/13	Marasco, T.	High School	Monmouth County School Counselors "Good Ideas" Annual Conference	Lakewood, NJ	\$0.00
03/20/13	Marino, L.	Administrator, W. R. Satz School	Monmouth University Job Fair	Long Branch, NJ	\$0.00
04/24/13	Michell, C.	Village School	Social Skills: Get Them, Have Them, Use Them	Eatontown, NJ	\$0.00
04/12/13	Pearl, M.	Administrator, District	AppliTrack Programs	Marlboro, NJ	\$0.00
04/17/13	Swift, C.	Village/Indian Hill Schools	Using Current Technology to Successfully Teach Student with Autism	Eatontown, NJ	\$0.00
05/22/13	Swift, C.	Village/Indian Hill Schools	Using the iPad as a Tool for Math Instruction	Eatontown, NJ	\$0.00

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

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

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

Date	Name	Location	Workshop/Meeting	City/State	Cost
04/26/13	Garrity, B.	Board Member	NJ School Board Association PR Forum	Mercerville, NJ	\$78.83

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

Abstained: Ms. Garrity

7c. Approval of Student Trips

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

Date of Trip	School	Teacher/ Advisor	Class/Club/ Group	Destination City/State	Time	Total Students	Total Chaperones	Total Cost
04/05/13 – 04/07/13	High School	Lazar, A.	Key Club	Ocean Point Hilton, Long Branch, NJ	3:30 p.m. – 12:00 p.m.	14	1 Teacher	No cost to Board
Amended Date 04/03/13	High School	Schroeter, M.	Marine Science	Ocean Grove, Ocean Grove, NJ	8:00 a.m. – 1:15 p.m.	35	2 Teachers	\$225.00
Amended Date 04/06/13 – 04/07/13	High School	Weisfeld, M.	Engineering Club/Robotics	Bridgewater-Raritan High School, Bridgewater, NJ	7:00 a.m. – 8:00 p.m.	6	1 Teacher 2 Parents	No cost to Board

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

8a. Report of the Superintendent

Village School:

Second grade students did a wonderful job performing their Spring musical on March 15, 2013 for students, staff, and families. They did a great job taking us on a Rock 'N Roll tour through the years!

Indian Hill School:

The winner of this year's Barnes & Noble's local "My Favorite Teacher Essay Contest" is a 6th grader. She wrote about her teacher, Adam Joseph, who has inspired her this year. We would also like to congratulate her literacy teacher, Colleen Jasperse.

Indian Hill is getting ready for its big game of the season– teachers against the Harlem Wizards. The teachers feel confident that they can win this Thursday night March 21, 2013 at the high school!

W. R. Satz School:

The Satz Math Club performed very well this year on the five meets of Continental Math League.

Two students earned perfect scores on all five contests. They earned National Winners for their accomplishment!

High School:

The first exam of the United States Biology Olympiad was held at Holmdel High School on February 13, 2013. Out of fourteen students (6 AP Bio and 8 Honors Bio) who took the test, seven qualified to take the semifinals. From this pool of semifinalists, twenty finalists will attend a training camp, and the top four students will represent the United States in the International Biology Olympiad which will be held in Bern, Switzerland.

Nationally, there are a total of 648 semifinalists (from a pool of 7,356 students) across 36 states; we have an incredibly impressive seven students qualify for the semifinals! Last year, one student from Holmdel qualified to the finals and won a bronze medal at the camp.

Congratulations to all the Biology Olympians on a terrific job, and most of all to their teachers who have trained them well!

The March meet of the New Jersey Science League for Area 22 was held at Freehold Borough High School. Holmdel High School students, in true Holmdel style, won first place in Biology I, Biology II, Chemistry I, Physics I and third place in Physics II.

Special congratulations to 3 students who scored perfect 100's in Chemistry I.

Congratulations to a student who won second place in Physics in the Jersey Shore Science Fair held last Saturday, March 16th at the Richard Stockton College of NJ. She advances to the state finals that will be held in April.

She is one of our Honors Advanced Research students who did all her work at HHS, using the equipment we had. She studied diffraction using a double slit experiment. Her project is titled "Double Slit Experiment: A Comparison of Diffraction Fluctuation Using Different Materials".

A great big thank you and congratulations to Mr. Keller who provided her with the diffraction equipment. Congratulations!

Good luck to a 10th grade student who represented Holmdel High School in the March 14, 2013 "Poetry Out Loud" state finals!

The Superintendent reported on the following current student enrollment: 3,102

Village School.....842	W.R. Satz School507
Indian Hill School732	High School.....1,021

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

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

MOTION: Show of Hands to Accept – All Approved

8b. Personnel

8b.-1 Approval of Leave of Absence Lunchroom/Playground Aide and Bus Monitor, Indian Hill School

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Resolved: That the Board approve a personal leave of absence for Julia Krawczuk, Lunchroom/Playground Aide and Bus Monitor, at Indian Hill School, as follows:

- Effective May 20, 2013 through June 30, 2013 (unpaid).

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 9-0

8b.-2 Appointment of Temporary Leave Replacement, Special Education Teacher, W. R. Satz School

Resolved: That the Board approve the appointment of Rachel Rubinstein to the position of Temporary Leave Replacement, Special Education Teacher, step 1 BA +30, at a salary of \$52,955.00 (prorated), W. R. Satz School, effective March 22, 2013 through May 7, 2013. [K. Burns- Leave] [B]

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 9-0

8b.-3 Appointment of Temporary Leave Replacement Mathematics Teacher, Holmdel High School

Resolved: That the Board approve the appointment of Summer Mullane to the position of Temporary Leave Replacement, Mathematics Teacher, step 9 MA, at a salary of \$64,140.00 (prorated), Holmdel High School, effective April 22, 2013 through June 14, 2013. [P. Satkovich- Leave] [B]

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 9-0

8b.-4 Appointment of Secretary, Indian Hill School

Resolved: That the Board approve the appointment of Heidi O'Rourke to the position of Secretary, Indian Hill School, step 3, at a salary of \$40,000 (prorated), effective April 1, 2013 through June 30, 2013. [M. Cantor – Retirement]

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 9-0

8b.-5 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 March 22, 2013 through June 30, 2013. [B]

Richard Altneu

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 9-0

8c. Student Matters

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

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

Mrs. Duncan reported the following 3/13/2013 – present):

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

Discussion: Mr. Pavlik inquired if bus incidents are included in this report. Mrs. Duncan confirmed that all incidents (including bus) are reported.

MOTION: Mrs. Wetmore SECOND: Ms. Garrity 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
6981415533	Out-of-District Placement	ED	\$16,800.29

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

8c.-3 Approval of Settlement Agreement

Resolved: That the Board approve the Settlement Agreement in K. R. and N. M. o/b/o O.R. V. Holmdel Township Board Of Education

WHEREAS, K. R. and N. M. filed a Petition for Due Process against the District based on continuing disagreement regarding the educational program to be provided to O. R.; and

WHEREAS, the parties, having gone through various settlement negotiations to seek an amicable resolution to this dispute, having reached an agreement to settle the above-referenced due process matter; and

NOW, THEREFORE, BE IT RESOLVED,
that the Holmdel Township Board of Education approves the terms and conditions of the Settlement Agreement in this matter.

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

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

9a. Adoption of 2013/2014 School Year Budget and Tax Levy

Resolved: That the Board adopt the 2013/2014 School Year Budget:

WHEREAS, the Holmdel Township Board of Education adopted a tentative budget on Wednesday, March 6, 2013, to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was submitted and approved by the Executive County Superintendent of Schools on March 13, 2013, and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on Friday, March 15, 2013, and

WHEREAS, the tentative budget was presented to the public during a hearing held on Wednesday, March 13, 2013, and

BE IT RESOLVED, that the budget be approved for the 2013/2014 school year as follows:

Current Expense	\$52,230,542
Capital Outlay	<u>\$ 376,208</u>
Total General Fund	\$52,606,750
Special Revenue	\$ 1,040,443
Debt Service	<u>\$ 2,971,233</u>
Total Budget	\$56,618,426

BE IT RESOLVED, to acknowledge that the 2013/2014 school year budget as described results in a general fund tax levy of \$48,450,529 and a debt service tax levy of \$2,971,232 for a total tax levy of \$51,421,761; and

BE IT RESOLVED, in accordance with the N.J.A.C. 6A:23A-7.3(b), the maximum expenditure for professional development, travel and related expense reimbursements for the 2013/2014 school year for all staff and board members is \$91,774; and

NOW, THEREFORE, BE IT RESOLVED that the Holmdel Township Board of Education hereby adopts the 2013/2014 School Year Budget.

Discussion: Mr. Petrizzo provided an overview of this resolution and the entire 2013/2014 budget process.

MOTION: Mr. Sockol SECOND: Ms. Garrity VOTE: 9-0

9b. Approval of Monthly Certification – February 28, 2013

Resolved That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of February 28, 2013 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: Mr. Sockol SECOND: Mr. Pavlik VOTE: 9-0

9c. Approval of Business Administrator/Board Secretary’s Financial Report- February 28, 2013

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending February 28, 2013, is hereby approved and the Business Administrator/Board Secretary is instructed to file same.

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

9d. Approval of Treasurer’s Financial Report- February 28, 2013

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending February 28, 2013 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report is in an agreement with the report of the Business Administrator/Board Secretary.

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

9e. Approval of Budget Transfers- 2012/2013

Resolved: That the Board approve the 2012/2013 Budget Transfers as listed on attachment T-13-16.

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

9f. Approval of Bills Payment –March 21, 2013

Resolved: That the Board approve payment of the March 21, 2013 regular bills list in the amount of \$789,893.34 and as certified and approved.

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

10. Old Business

- Mrs.Vander Woude spoke about the Monmouth County Office recognizing our 8th grade student Jerry Chen and the positive experience she had along with Mrs. Duncan and Mrs. Marino.

11. New Business

- Mrs. Vander Woude spoke about a resident's request from the last meeting to change the order on the Board agenda as to when minutes are approved. She explained that there is a Bylaw that addresses the order of Board agendas and also stated that the minutes could be changed / adjusted after they have been approved.

Mrs. Duncan read comments from Mr. Gross, Board attorney regarding this matter and recommended the topic go to the Community Relations Committee for further discussion (if needed).

Mrs. Pascucci stated that although the comment was a good one, in all the years serving on the Board, if there were issues with the minutes the board would be aware of it. She also stated to make changes to Policy & Bylaws for one comment did not make sense to her.

After general discussion among the Board regarding this topic, they requested the Board attorney to research if minutes could be adjusted after they have been approved and the applicable timelines to do so.

- Mr. Sockol asked the Board President and Vice President how they planned on updating the Board regarding the results of their meetings with the Township Mayor and Deputy Mayor. Mrs. Vander Woude stated that she will report the results of the meetings under New Business accordingly.
- Mr. Hammer recommended the Board contact the Township to help get community awareness regarding the June Special Olympics event being hosted at Cross Farms. Mrs. Duncan stated that Mrs. Gill planned on notifying the Holmdel Community and Susan Colacello of Special Olympics of New Jersey planned on notifying the other districts/townships involved regarding this event.
- Ms. Garrity expressed concerns regarding the following Senate Bills and the potential for negative impact on School Districts:
 - o Subcontracting Services (S-1191 / A-3627)
 - o Arbitration (S-2163 / A-3696)

She provided copies of NJSBA sample resolutions for the Board to approve opposing these Bills.

Mrs. Vander Woude recommended the Board read these Bills and applicable sample resolutions so the Board could further discuss at the next Board meeting.

12. Questions from the Public

- Mrs. Brew, resident/parent, clarified her comments regarding the minutes discussion and stated that she didn't feel she was misquoted in the past. She stated it would be a good idea for the Board to consider recording the meetings. She also commented on the communications survey and inquired how the results would be gathered and assessed.
- Mr. Danielle, parent, clarified the statement made by Mrs. Pascucci that there was only one comment regarding the minutes, he stated that Mrs. Brew spoke on behalf of others. He also recommended the Board record the meetings and have transcripts which would minimize potential exposure for the district.
- Mrs. Strickland, resident/parent, stated at a previous meeting she was concerned with the visibly split Board and wanted to comment positively on how the Board interacted tonight regarding matters discussed.

Mrs. Vander Woude announced the following upcoming presentations:

- High School Student Recognition - April 10, 2013
- Character Education Presentation – April 10, 2013

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- District Security Enhancement – April 10, 2013
- Technology Presentation – April 24, 2013

13. Executive Session (if required) – None

14. Adjournment

By a unanimous voice vote the meeting adjourned at 10:27 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary