

REGULAR BUSINESS MEETING – JULY 27, 2011

1. Call to Order

The Board of Education, Township of Holmdel, met in Regular Business Meeting on Wednesday, July 27, 2011 in the library of the W.R. Satz School, 24 Crawfords Corner Road, Holmdel New Jersey. The meeting was called to order at 7:30 p.m., by Ms. Garrity, President of the Board.

2a. Opening Statement

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

- Posting written notice prominently on the bulletin board in the Office of the Board of Education, 4 Crawfords Corner Road, Holmdel, New Jersey, the District's website and sent to the four district schools.
- The mailing and/or hand delivery of said notice to the designated newspapers, Asbury Park Press, Independent, the PLG, PSG, PSA, PTSO, SAB presidents and student representatives to the Board.
- Filing with the Clerk of Holmdel Township, Police Headquarters and Public Library.

2b. Open Public Meetings Act

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

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

3a. Roll Call/Flag Salute

The following Board members were present: Mesdames: Garrity, Wetmore, Pascucci and Vander Woude and Messrs: DeSario, Pavlik, Sockol and Tai. Absent: Mrs. Liu. Also present, were Mrs. Barbara Duncan, Superintendent, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Martin Barger, Board Attorney. Absent: Ms. Mary Beth Currie, Assistant Superintendent for Curriculum & Both student representatives were 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. Presentation- Solar Power Purchasing Agreement

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- Monitor the effectiveness of the Responsive Classroom/Morning Meeting model through the implementation of student, staff, and parent surveys.
4. **Differentiation of Instruction** - Continue to focus professional development opportunities on differentiated instruction, including the use of the “Understanding By Design” (UBD) curriculum model.
- Progress toward this goal includes, but is not limited to, the following:**
- Move at least 5% of all students identified as “at-risk” (scoring within ten points of proficiency on the NJ ASK, Grades 3-8) into proficiency.
 - Monitor the effectiveness of the expanding “Readers and Writers” literacy curriculum at Village and Indian Hill schools, and report out on findings in Spring 2012.
5. **Financial Enhancements** - Continue to identify and develop alternative sources of funding and additional cost-saving measures.

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

7b. Approval for Adoption of Curriculum Guides

Resolved: That the Board adopts the following curriculum guides [B]:

AP Chemistry	Chemistry	Honors Chemistry
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MOTION: Mr. Pavlik SECOND: Mr. Sockol VOTE: 8-0
Absent: Mrs. Liu

7c. Approval of Student Handbooks

Resolved: That the Board approve the Student Handbooks for Holmdel High School, W.R. Satz School, Indian Hill School, and Village School, as on file in the Office of the Superintendent.

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

7d. Adoption of Codes of Conduct

Resolved: That the Board adopt the Codes of Conduct for, Holmdel High School, W.R. Satz School, Indian Hill School and Village School as included in the student handbooks.

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

7e. Approval of Acceptance of DVDs

Resolved: That the Board accept the following free DVDs from the Monmouth County Audio Visual Aids Commission for Holmdel High School Library and Indian Hill Library as per attachment #7e.

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

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File Code 5141.22	Amended Policy	Management of Life Threatening Allergies, Amended Policy
File Code 5141.21	Amended Policy	Administration of Medication Amended Policy
File Code 5131.5	Amended Policy	Reporting Violence, Vandalism, Harassment, Intimidation & Bullying, Alcohol & Other Drug Abuse, Amended Policy
File Code 5145	Amended Policy	Harassment, Intimidation, & Bullying, Amended Policy

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

7j. Acceptance of Donation from the Holmdel Creative Arts Association

Resolved: That the Board accepts, with gratitude, a non-monetary donation from the HCAA in the amount of \$8,525.00 for the following gifts: [D]

HHS Ceramics	Shelves, Bins, Posts, Stilts	\$1,550.00
HHS Fine Arts	Life Size Head and Bust Amatures, Precision Sculpture stands, Black Steel Print Racks, DVD's	\$900.00
HHS Graphic Arts	Digital Cameras, Flash Cards, Batteries, Charger, Memory Card Reader	\$1,025.00
HHS TV Production	Editing Station Equipment, Memory Card, Battery, Firewire, Handle Mount Cradle	\$1,650.00
HHS Theater	Unipak Body-Pack Transmitter, Cardioid Lavalier Microphone, Headworn Microphones	\$1,050.00
HHS Acting Class	Video Camera, Flash Card, Tripod	\$300.00
Satz Tech Ed	Camera, Digital Video Camera, Charger, Batteries, Flash Card	\$400.00
Satz Arts	Frames to Display Student Art Work	\$550.00
Indian Hill and Village Arts	Arts Education DVD's	\$600.00
Village Arts	Paper Cutter	\$500.00
	Total	\$8,525.00

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

7k. 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
09/28/11	Currie, M. B.	Administrator - Central Ofc.	Effective Leadership: Striving for Excellence	Long Branch, NJ	\$0.00
11/02/11	Currie, M. B.	Administrator - Central Ofc.	Update on Teacher Effectiveness and Evaluation	Long Branch, NJ	\$0.00
07/21/11	Fariello, A.	Buildings & Ground	Obtain Information RE: Transmission Flushing Machine	Lincroft, NJ	\$0.00

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8a. Report of the Superintendent-None

8a.-1 Report of Student Representatives to the Board-None

8b. Personnel

8b-1. Approval of (.6) Special Education/Middle School Mathematics Teacher, W. R. Satz School

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

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

8b-2. Approval of Part-time Special Education Monitor, W. R. Satz School

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

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

8b-3. Approval of (.4) Special Education Teacher, Holmdel High School

Resolved: That the Board approve the appointment of Claudine Sportelli as (.4) Special Education Teacher, step 1 BA, at a salary of \$48,055.00 (prorated), Holmdel High School, effective September 1, 2011 through June 30, 2012. [New] [B]

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

8b-4. Approval of Reading Specialist Teacher, Village School

Resolved: That the Board approve the appointment of Erin Fetter as, Reading Specialist, step 7 MA, at a salary of \$60,680, Village School, effective September 1, 2011 through June 30, 2012, pending criminal history review. [J. Edwards - Resign] [B]

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

8b-5. Approval of Elementary Teacher Grade 1, Village School

Resolved: That the Board approve the appointment of Marcia Vaccarino as, Elementary Teacher Grade 1, Village School effective September 1, 2011 through June 30, 2012, step 4 BA, at a salary of \$49,555, pending criminal history review. [S. MacDonald - Retire] [B]

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8b-11. Approval of Staff Members for Summer Personal Computer Deployments, District

Resolved: That the Board approve John Rothausser and Michael Welter, for the deployment of personal computers district-wide from August 4, 2011 through August 31, 2011, not to exceed 10 hours each, at the non-pupil contact employment rate per hour, as per contractual agreement. [B].

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

8b-12. Approval of Salary Adjustment

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

<u>Employee</u>	<u>From</u>	<u>TO: Effective 09/01/11</u>
Jennifer Rogers	5BA+30	5MA

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

8b-13. Approval of Temporary Leave Replacement, Pre-school Teacher, Village School

Resolved: That the Board approve the appointment of Danielle Fitzgerald as Temporary Leave Replacement, Pre-school Teacher, step 2 BA, at a salary of \$48,555.00 (prorated), Village School, effective September 1, 2011 through December 20, 2011. [L. Naperski] [B]

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

8b-14. Approval of Temporary Leave Replacement, Art Teacher, Village School and Indian Hill School

Resolved: That the Board approve the appointment of Jacqueline Mazza as Temporary Leave Replacement, Art Teacher, step 1 BA, at a salary of \$48,055 (prorated), Village School and Indian Hill School, effective September 1, 2011 through December 19, 2011, pending criminal history review. [J. Pallitto - Leave] [B]

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

8b-15. Approval of Temporary Leave Replacement, Art Teacher, Village School

Resolved: That the Board approve the appointment of Gabrielle Sorace as, Temporary Leave Replacement Art Teacher, step 2 BA, at a salary of \$48,555, Village School, effective September 1, 2011 through March 9, 2012. [J. Montana - Leave] [B]

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

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8b-19. Rescind the Approval of Schedule B position of Baseball Assistant Coach, Freshman, Holmdel High School

Resolved: That the Board approve to rescind the appointment of Michael Shymanski as the Schedule B position of Baseball Assistant Coach, Freshman, Holmdel High School, for the 2011/2012 school year. [B]

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

8b-20. Approval of Schedule B position of Boys Golf Coach, Holmdel High School

Resolved: That the Board approve the appointment of Shawn Boehmcke to the Schedule B position of Boys Golf Coach, Holmdel High School, for the 2011/2012 school year, at a stipend of \$3,763.00. [B]

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

8b-21. Approval of Schedule B position of Field Hockey Coach, W. R. Satz School

Resolved: That the Board approve the appointment of Nora Bosmans to the Schedule B position of Field Hockey Coach, W. R. Satz School for the 2011/2012 school year, at a stipend of \$4,469.00. (pending Criminal History Review) [B]

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

8c. Student Matters

8c-1. Approval of Student Placements

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

Department of Special Services
In-District Placements

Last Meeting Date	Student ID	Services	Classification	Cost
03/03/11	8032986151	Commission for the Blind	VI	\$1,700.00
01/31/11	9628955358	Commission for the Blind	MD	\$1,700.00
03/28/11	2036435263	Commission for the Blind	MD	\$1,700.00
03/22/11	6231335199	Commission for the Blind	VI	\$1,700.00
04/05/11	9767057273	Commission for the Blind	VI	\$1,700.00
05/09/11	8724994936	Commission for the Blind	VI	\$1,700.00

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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.

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

- 9b. Approval of a Resolution of the Township of Holmdel Board of Education, Holmdel, New Jersey Approving the Form and Authorizing the Execution and Delivery of a Lease Agreement with the Monmouth County Improvement Authority to finance the Acquisition of Certain Capital Equipment Which will be leased by the Monmouth County Improvement authority to the Township of Holmdel Board of Education, Approving the form and authorizing the execution and delivery of a letter of representation in connection with the issuance and delivery of the Monmouth County Improvement authority's capital equipment pooled lease revenue bonds, series 2011 and authorizing the School Business Administrator to do all other things deemed necessary or advisable in connection with the issuance, sale and delivery of such bonds

Resolved: That the Board approve the following resolution:

WHEREAS, the Township of Holmdel Board of Education (the "Board") desires to lease and permanently finance the cost of acquisition of certain capital equipment as set forth in Schedule A (the "Equipment", attachment 9-b) from The Monmouth County Improvement Authority (the "Authority"); and

WHEREAS, the Authority will provide for the financing of the cost of the acquisition of the Equipment by the issuance of its Capital Equipment Lease Revenue Bonds, Series 2011 (Holmdel Board of Education Project) in an aggregate principal amount not to exceed \$520,000 (the "Bonds") payable from rentals by the Board pursuant to a Lease and Agreement by and between the Board and the Authority; and

WHEREAS, the Township of Holmdel, New Jersey, and the County of Monmouth, New Jersey, will each unconditionally and irrevocably guaranty the punctual payment of the principal of and the interest on the Bonds; and

WHEREAS, there has been prepared and submitted to the Board forms of (a) a Lease and Agreement by and between the Board and the Authority, to be dated as of the first day of the month of the date of delivery of the Bonds (the "Agreement") and to be attached hereto as Exhibit A; and (b) a Letter of Representation to be dated the date of delivery of the Bonds (the "Letter of Representation") and to be attached hereto as Exhibit B;

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

Section 1. That the Agreement, in the form presented to this meeting, be and the same is hereby approved, and the School Business Administrator is hereby authorized to execute the Agreement, with such additions, deletions or modifications as such officer shall approve, and to deliver the same to the Authority, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 2. That the Letter of Representation in the form presented to this meeting, be and the same is hereby approved, and the School Business Administrator is hereby authorized to execute the Letter of Representation, with such additions, deletions or modifications as such officer shall approve, and to deliver the same to the addressees designated on such Letter of Representation, such approval to be conclusively evidenced by the execution and delivery thereof.

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Section 3.

(a) The Local Unit reasonably expects to reimburse its expenditure of costs of the Local Unit Projects paid prior to the issuance of the bonds to be issued by MCIA pursuant to the MCIA’s Bond Financing Program (the “MCIA’s Bonds”) with proceeds of the MCIA’s Bonds.

(b) This resolution is intended to be and hereby is a declaration of official intent to reimburse the expenditures for costs of the Local Unit Projects paid prior to the issuance of the MCIA’s Bonds with the proceeds of the MCIA’s Bonds in accordance with Treasury Regulations Section 1.150-2.

(c) The maximum principal amount of the MCIA’s Bonds expected to be issued to finance the Local Unit Projects is \$520,000, which Bonds may be issued in one or more series and in one or more transactions over the next three years.

(d) The costs of the Local Unit Projects to be reimbursed with the proceeds of the MCIA’s Bonds will be “capital expenditures” in accordance with the meaning of Section 150 of the Internal Revenue Code of 1986, as amended (the "Code").

(e) No reimbursement allocation will employ an “abusive arbitrage device” under Treasury Regulations Section 1.148-10 to avoid the arbitrage restrictions or to avoid the restrictions under Sections 142 through 147 of the Code. The proceeds of the MCIA’s Bonds used to reimburse costs of the Local Unit Projects, or funds corresponding to such amounts, will not be used in a manner that results in the creation of “replacement proceeds,” including “sinking funds,” “pledged funds,” or funds subject to a “negative pledge” (as such terms are defined in Treasury Regulations Section 1.148-1) of the MCIA’s Bonds or another issue of debt obligations of the MCIA or the Local Unit, other than amounts deposited into a “bona fide debt service fund” (as defined in Treasury Regulations Section 1.148-1).

(f) All reimbursement allocations will occur not later than 18 months after the later of (i) the date the expenditure from a source other than the MCIA’s Bonds is paid, or (ii) the date the Local Unit Projects is “placed in service” (within the meaning of Treasury Regulations Section 1.150-2) or abandoned, but in no event more than 3 years after the expenditure is paid.

Section 4. This resolution shall take effect immediately.

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

9d. Receipt of Bids for Surplus School Bus Sale Bid # 12-05

Resolved: That the Board pursuant to requirements of Title 18:18A-45 received the following bids for Surplus School Bus Sale Bid #12-05 (attachment 9-d).

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

9e. Award of Bid for Surplus School Bus Sale Bid #12-05

Resolved: That the Board pursuant to requirements of Title 18:18A-45 award the following bids for Surplus School Bus Sale Bid #12-05

Bus #	George Dapper	Jersey One	Keyport Auto Body	Michael A. Loori	Sheppard Bus
1			\$11,000.00		

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with Loori Bus Company, for the 2011/2012 school year
(no increase over the 2010/2011 contract cost) as per (attachment 9-h).

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

9i. Approval of Renewal of Transportation Contracts – Keyport Auto Body

Resolved: That the Board approve the renewal of Transportation Contracts with Keyport Auto Body, for the 2011/2012 school year (no increase over the 2010/2011 contract cost) as per (attachment 9-i).

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

9j. Approval of Renewal for Addendum to Route SFC- Keyport Auto Body

Resolved: That the Board approve the second renewal to Route SFC, to Hawkswood School (formerly known as School for Children), Eatontown, NJ for a transportation aide to be provided by Keyport Auto Body, Keansburg, NJ 07735, for the 2011/2012 school year at the rate of \$40.00 per diem, for 180 days at a total cost of \$7,200.00 (no increase over the existing 2010/2011 contract cost).

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

9k. Approval of Renewal for Addendum to Route CC1 - Michael Loori Bus

Resolved: That the Board approve the second renewal to Route CC1, to the Children's Center, Neptune, NJ 07754, for a transportation aide to be provided by Michael Loori Bus Co., Middletown, NJ 07748, for the 2011/2012 school year at the rate of \$50.00 per diem, for 180 days at a total cost of \$9,000.00 (no increase over the existing 2010/2011 contract cost).

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

9l. Approval of Renewal for Athletic School Related Student Transportation Services

Resolved: That the Board approve the renewal of Athletic School Related Student Transportation Services with Helfrich & Son, Inc., Keansburg, NJ 07735, for the 2011/2012 school year at \$63.70 per hour (no increase over the existing 2010/2011 contract cost).

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

9m. Approval of Change Order # 1 for the Holmdel High School/W. R. Satz School Parking Lot Project

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The following roll call vote was taken to approve the amended resolution (as per above).

MOTION: Mr. DeSario SECOND: Mr. Pavlik VOTE: 8-0
Absent: Mrs. Liu

9o. Approval of Budget Transfers, 2011/2012

Resolved: That the Board approve the 2011/2012 Budget Transfers as listed on attachment T-12-01.

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

9p. Approval of Addendum to Bills Payment – June 30, 2011

Resolved: That the Board approve payment of the June 30, 2011 Addendum to bills list in the amount of \$328,769.95 and as certified and approved.

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

9q. Approval of Bills Payment – July 27, 2011

Resolved: That the Board approve payment of the July 27, 2011 regular bills list in the amount of \$485,338.06 and as certified and approved.

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

10. Old Business

- Mrs. Duncan and Mr. Petrizzo provided the Board with an update regarding the status of the Central Office move to Village School.
- Mr. Petrizzo provided the Board with an update regarding this status of the Village School roof repairs project.

11. New Business

- Board Goals 2011/2012 – After general discussion among the board regarding this topic, it was agreed that this matter would be discussed further at the next Board meeting.

12. Questions from Public

- Mr. Shelton made general comments and provided feedback regarding the July 13, 2011 Board Retreat. He also recommended the Board consider establishing a staff relations committee.