

REGULAR BUSINESS MEETING NOVEMBER 17, 2010

1. Call to Order

The Board of Education, Township of Holmdel, met in Regular Business Meeting on Wednesday, November 17, 2010, in the library, Wm. R. Satz School 24 Crawfords Corner Road, Holmdel, and New Jersey. The meeting was called to order at 8:00 p.m., prevailing time, by Dr. Ray M. Tai, President of the Board.

2a. Opening Statement

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

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

2b. Open Public Meetings Act

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

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

3a. Roll Call/Flag Salute

The following Board members were present: Mesdames: Garrity, Liu, Pascucci, Vander Woude and Wetmore and Messrs: Tai, Collins, Pavlik 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 Mr. Martin Barger, Board Attorney. Ms. Niriksha Kannan and Mr. Alexander Ching student representatives to the Board were present (both left the meeting at 9:48 p.m. and did not return).

3b. Reading of Mission Statement

The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every student into achievement. In partnership with our community, the School District will support all our students' efforts to meet and exceed the New Jersey Core Curriculum Content Standards, and to become responsible and resourceful citizens and life-long learners.

4. Presentation(s)

Readers'/Writers' Workshop, Differentiated Instruction – J. Edwards, S. Alston

Violence and Vandalism – M. Petrizzo

Mr. Petrizzo stated that in accordance with State Statutes/N.J.S.A: 17-46 each school district is required to hold a public hearing/presentation prior to filing its Annual Violence and Vandalism report.

The annual violence and vandalism report is broken down into four (4) categories viz., violence, vandalism, weapons and substance abuse. During the 2009/2010 school year there were 7 incidents of violence, 4 incidents of vandalism, and 3 substance abuse incidents reported from W. R. Satz School and the High School.

All students involved were suspended as per Board policy.

Mr. Petrizzo asked if there were any questions regarding this matter.

Mr. Sockol asked how we compare with other Districts.

Mrs. Vander Woude asked if there were any incidents with weapons.

Ms. Garrity asked if there were any patterns/trends with prior year reports for our District.

5a. Approval of Minutes, Emergency Confidential Closed Executive Session, October 20, 2010

Resolved: That the Board approve the minutes of the following meeting(s):

Emergency Confidential Closed Executive Session, October 20, 2010

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

5b. Approval of Minutes, Emergency Closed Executive Session Meeting, October 20, 2010

Resolved: That the Board approve the minutes of the following meeting(s):

Emergency Closed Executive Session Meeting, October 20, 2010

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

5c. Approval of Minutes, Closed Executive Session, October 27, 2010

Resolved: That the Board approve the minutes of the following meeting(s):

Closed Executive Session, October 27, 2010

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

5d. Approval of Minutes, Regular Business Meeting, October 27, 2010

Resolved: That the Board approve the minutes of the following meeting(s):

Regular Business Meeting, October 27, 2010

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

6a. Questions from the Public (Agenda Items)

Ms. Moramarco stated that in response to the Readers'/Writers' Workshop, Differentiated Instruction presentation, she inquired if the District was still going to be using existing textbooks. Ms. Alston responded yes, and stated the District will not have to purchase all new textbooks as a result of this program.

6b. Committee Reports(s)

The following committee reports were given:

Curriculum & Instruction Committee	Mrs. Pascucci
Negotiations Committee	Mrs. Wetmore
Budget & Finance Committee	Ms. Garrity
Policy Committee	Ms. Garrity
Community Relations Committee	Mrs. Liu
Buildings & Grounds Committee	Mr. Collins

7. Committee of the Whole7a. Approval of Memorandum of Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association (HTEA)

Resolved: That the Board approve the Memorandum of Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association (HTEA) dated October 27, 2010, for the 2009 – 2013 school years. On file in the Office of the Business Administrator/Board Secretary.

Discussion: Dr. Tai stated that he felt this MOA was a fair/good settlement for the District and he wanted to thank the Negotiations Committee, the Board and the HTEA for a thorough and respectful process.

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

7b. Approval of Revised Curriculum

Resolved: That the Board of Education approve the following Revised Curriculum with a new title for the Fall of 2011 and 2012. [B]:

Course: Graphic Design
 Grade Level: High School
 Projected Date: Fall 2011 - 2012
 Replaces: Graphic Arts

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

7c. Approval of Adoption of Curriculum Guides

Resolved: That the Board of Education adopt the following Curriculum Guides [B]:

Spanish, Grade 4
 Spanish, Grade 5
 Spanish, Grade 6

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

7d. Adoption of Amended Policy 5131, Code of Conduct Policy, Second Reading

Resolved: That the Board adopt the following Policy, and hereby designate this as the second public reading, as per attachment #1:

File Code 5131	Policy	Code of Conduct
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MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 9-0

Mrs. Vander Woude voted yes only to the amended Section D of the policy.

Mr. Collins voted yes after making the following statement: "While I believe that this action does not close the door on potential litigation stemming from the Ramapo decision by the Commissioner of Education, I see this policy change as a step in the right direction and an important change for the District. As such, I support the measure despite reservation."

7e. Acceptance of Donation

Resolved: That the Board accept with gratitude, a non-monetary donation of the following video titles donated by Rebecca Dorn, 5th Grade Teacher, Indian Hill School: [D]

Antz
 Walt Disney's Cinderella
 Walt Disney's The Black Cauldron
 Walt Disney's The Jungle Book
 Walt Disney's The Lion King
 Walt Disney's Lady and the Tramp
 Walt Disney's Pocahontas
 Walt Disney's Aladdin
 Walt Disney's Mary Poppins
 A Little Princess
 Madeline
 The Classic Tales
 The Wind in the Willows

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

7f. 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
11/10/10	High School	Clark, A.	Special Ed. Self Contained	Hazlet, NJ	9:00 a.m. – 1:30 p.m.	4	1 teacher	\$250.00
01/07/11	High School	Cohen, E	FBLA	West Windsor, NJ	8:00 a.m. – 3:00 p.m.	55	1 teacher	No cost to Board
01/11/11	W.R. Satz	Dowd, S.	Project Plus Science Olympiad	Cranford, NJ	7:00 a.m. – 5:30 p.m.	22	2 teachers	No cost to Board
02/10/11	W.R. Satz	Dowd, S.	Project Plus	Paramus, NJ	7:15 a.m. – 12:30 p.m.	34	2 teachers	No cost to Board
04/06/11	W.R. Satz/ Indian Hill	Dowd, S.	Project Plus Academic Bowl	Jackson, NJ	1:45 p.m. – 8:00 p.m.	24	4 teachers	No cost to Board
05/13/11	W.R. Satz	Dowd, S.	Project Plus Battle of the Books	Manalapan, NJ	8:30 a.m. – 2:00 p.m.	12	2 teachers	No cost to Board
11/10/10	High School	Motzenbecker, W.	Chess Team	Freehold, NJ	3:00 p.m. – 6:30 p.m.	7	1 teacher	\$140.00
03/25/11	High School	Peters, J & Garcia D.	French Honors Society	N.Y., NY	7:30 a.m. – 4:00 p.m.	18	2 teachers 2 parents	No cost to Board

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

7g. Approval of Out-of-District Travel – Board Member, Mr. Collins

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	City/State	Cost/ Mileage
01/31/11	Collins, Michael L.	Board Member	Governance III Mandated Training	Allentown, NJ	\$18.36

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

7h. Approval of Out-of-District Travel – Board Member, Mrs. Liu

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	City/State	Cost/ Mileage
01/31/11	Liu, Chiung-Yin Cheng	Board Member	Governance II Mandated Training	Allentown, NJ	\$27.68

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

7i. Approval of Out-of-District Travel – Board Member, Mrs. Pascucci

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	City/State	Cost/ Mileage
01/31/11	Pascucci, Phyllis	Board Member	Governance III Mandated Training	Allentown, NJ	\$20.76

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 8-0-1
 Abstained: Mrs. Pascucci

7j. Approval of Out-of-District Travel – Board Member, Mrs. Vander Woude

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	City/State	Cost/ Mileage
01/31/11	Vander Woude, Ana M.	Board Member	Governance IV Mandated Training	Allentown, NJ	\$20.26

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 8-0-1
 Abstained: Mrs. Vander Woude

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	City/State	Cost/ Mileage
12/03/10	Alston, Susan	Administrator - High School	NJ National Association of Federal Program Administrators - Moving Forward Together	Eatontown, NJ	*\$145.00
12/16/10	Bell, Maurice	High School	US All Star Track and Field Clinic	Atlantic City, NJ	\$85.00
12/03/10	Cancillieri, Doreen	Village School	Multi Sensory Strategies and Tools	Long Branch, NJ	*\$199.00
12/13/10	Cancillieri, Doreen	Village School	Transition from School to Adult Life	Trenton, NJ	*\$7.25
01/13/11	Clores, Joseph	High School	Brookdale Community College Disability Services Workshop	Lincroft, NJ	\$0.00
11/19/10 & 11/20/10	Cogger, Laurence	High School	ACTFL Annual Convention - World Languages EXPO	Boston, MA	\$467.50
12/13/10	Coticelli, Doreen	High School	Transition from School to Adult Life	Trenton, NJ	*\$7.25
12/03/10	Currie, Mary Beth	Administrator - Central Office	NJ National Association of Federal Program Administrators - Moving Forward Together	Eatontown, NJ	*\$145.00
12/14/10	Currie, Mary Beth	Administrator - Central Office	Creating a Collaborative Culture of Assessment	Long Branch, NJ	\$0.00
12/07/10	Esposito, Janice	Indian Hill	Differentiating in the Math Classroom	Eatontown, NJ	\$0.00

Date	Name	Location	Workshop	City/State	Cost/ Mileage
			for Teachers 6-12		
12/03/10	Gill, Meryl	Administrator - High School	NJ National Association of Federal Program Administrators - Moving Forward Together	Eatontown, NJ	*\$145.00
12/13/10	Gill, Meryl	Administrator - High School	Transition from School to Adult Life	Trenton, NJ	*\$7.25
12/16/10	Hoffman, Dana	High School	US All Star Track and Field Clinic	Atlantic City, NJ	\$85.00
05/19/11	Kuczynski, Susan	High School	Engaging Students through Differentiated Instruction	Eatontown, NJ	\$0.00
06/02/11	Kuczynski, Susan	High School	Putting Brain Research to Work in the Classroom	Eatontown, NJ	\$0.00
01/10/11	Kurey, Suzanne	Village School	Building a First Class Kindergarten	Union, NJ	\$150.00
12/14/10	Ledford, Dionne	Administrator - Village	Creating a Collaborative Culture of Assessment	Long Branch, NJ	\$0.00
12/16/10	McCafferty, Sean	High School	US All Star Track and Field Clinic	Atlantic City, NJ	\$85.00
12/03/10	McGinty, Susan	Administrator - Indian Hill School	NJ National Association of Federal Program Administrators - Moving Forward Together	Eatontown, NJ	*\$145.00
12/09/10	Peart, Mandie	Administrator - Central Office	PERC Procedures	New Brunswick, NJ	\$200.00
12/03/10	Schillaci, Brian	Principal - Village School	NJ National Association of Federal Program Administrators - Moving Forward Together	Eatontown, NJ	*\$145.00
12/03/10	Simonelli, Chantal	Indian Hill	NJ National Association of Federal Program Administrators - Moving Forward Together	Eatontown, NJ	*\$145.00
12/14/10	Swensen, Eric	Administrator - High School	Creating a Collaborative Culture of Assessment	Long Branch, NJ	\$0.00
11/19/10 & 11/20/10	Taylor, Kathleen	High School	ACTFL Annual convention - World Languages EXPO	Boston, MA	\$934.22

* Paid with Title II Funds or ARRA Grant or IDEA Grant

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

71. Approval of Job Description – Summer Sports Camp Program, Head Athletic Coach

Resolved: That the Board approve the job description for the Summer Sports Camp Program, Head Athletic Coach, as per attachment #2.

Discussion: Mr. Sockol wanted to clarify that this is not a new position and there is no cost to the District. This position is subsidized by the fees charged to participate in the camp. Mr. Sockol also wanted to note that this District goes above and beyond education services and has become a recreation center which the community needs to be aware of.

Mr. Collins asked for clarification regarding the responsibility of the coach (i.e., advertizing for camp, collecting fees, etc.).

Mrs. Wetmore responded accordingly. However, she wanted clarification to confirm that the students involved were graduated seniors.

Mrs. Vander Woude also inquired regarding the qualifications for the student position.

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

7m. Approval of Job Description – Summer Sports Camp Program, Assistant Athletic Coach

Resolved: That the Board approve the job description for the Summer Sports Camp Program, Assistant Athletic Coach, as per attachment #3.

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

7n. Approval of Job Description – Summer Sports Camp Program, Student Athletic Assistant

Resolved: That the Board approve the job description for the Summer Sports Camp Program, Student Athletic Assistant, as per attachment #4.

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

TABLED

8a. Report of the Superintendent

Highlights since our last board meeting:

Village School – was provided with an exciting assembly by the PSA. They invited author Chris Rumble who showcased his talents as a writer, illustrator, and musician.

Indian Hill – on November 2, 2010 Indian Hill School held elections for Student Council. All four positions are held by sixth graders. In addition, the class reps selected are held by 4th, 5th and 6th graders.

On November 11th, Indian Hill students collected donations for their “Adopted Soldier” Lt. Cpl. Michael Bush. Mrs. MacConnell and her 5th grade class are overseeing this operation.

November 13th was PLG’s first Craft Fair.

W. R. Satz School –**“Life Is Shhhweet”**

This year's fall play was an original production, a creation by Mr. Dowd and enhanced extensively by input from the talented cast. The title is "Life Is Shhhweet". It was fashioned after the films of the silent movie era. The show was a lot of fun for all ages.

Mr. Richard Gallagher, Educational Consultant, was at W.R. Satz for an assembly program sponsored by the PSG on November 17th. He spoke to the students about study skills. Mr. Gallagher provided a presentation for the Special Services faculty last year and everyone had great things to say about the information he provided.

On Veterans Day, during the morning announcements, students from our Youth Alliance group read an announcement and skit about Veterans Day to the student body, explaining its meaning and highlighting the sacrifice many soldiers have made protecting our country.

The students also read, on the loudspeaker, information about the Vietnam Veterans Memorial located in the PNC Art’s Center and highlighted the name and biography of one of the Monmouth County residents listed on the Memorial. In the Social Studies classes, the teachers discussed Veterans Day with their students (either as a do-now type of assignment or as part of a lesson).

One of the teachers sent me a link of a YouTube video he showed to his students. Just in case you would like to view it, you can click on the link below.

<http://www.youtube.com/watch?v=iGP5RtSEZus>

High School News – on November 11th, 2010, students at the high school celebrated Veterans Day -- a day set aside to honor the actions and sacrifices the brave men and women of the Armed Forces have made in defense of our freedom and our liberty over the years.

As the students went through their daily activities, they were asked to pause and commemorate the heroic deeds of the men and women that served our country - and let's all hope that those currently serving return home soon and safely to their family and friends.

Thank you Veterans!

HHS Sports Report

- Holmdel Girls Cross Country was crowned 2010 Group II State Sectional Champions. The boy's soccer team played in the Group III State Championship at 2:00 pm on Thursday afternoon, November 18, 2010.
- 8 out of our 9 Fall Sports teams qualified for the NJ State tournament
- We have two State sectional Champions – Girls Tennis & Girls Cross Country and a possible 3rd with our Boys Soccer who played on Thursday, November 18, 2010.
- Very good Fall Season for the Hornets

HHS PTSO - The PTSO had their November monthly meeting in the evening to accommodate working parents and to do their "De-mystifying the College Search Process". It was well attended and they will certainly recommend doing this presentation again in the future. They have another meeting scheduled in the evening in the spring.

To date, the PTSO has collected \$7,700.00 from their "write in campaign" fundraiser. Also, so far they have 100% membership from the teachers and 35% membership from the families.

District Goals:

Mrs. Currie and Chantal Simonelli, the Chair of our Local Professional Development Committee, have been invited to present at the County Staff Development Council meeting. Holmdel was recognized for aligning district goals with Professional Learning Communities and Individual Professional Development plans. During the presentation they will also discuss how the Local Professional Development Committee assesses progress in Holmdel.

Teachers College Reading/Writing Workshop training began at Village School on November 9. Both general and special education teachers in K-3 attended. The trainer tailored the demonstrations to suit the needs of each grade level.

HS Social Studies teachers, James Gelpke and David Gurney, are planning an in-school field trip for their US History II students to take part in a World War I simulation.

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

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

Both student representatives reported out on student matters.

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

MOTION: Show of Hands to Accept – All approved

8b. Personnel8b-1. Appointment of Part-Time Special Education Monitor, W.R. Satz/Holmdel High School

Resolved: That the Board approve the appointment of Daren Saler to the position of Part-Time Special Education Monitor, Monday through Friday, 4.25 hours per day, W.R. Satz School and Holmdel High School, retroactive to November 15, 2010 through June 30, 2011, at a rate of \$25.51 per hour, with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [New] [B]

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

8b-2. Appointment of Part-Time Special Education Monitor, Village School

Resolved: That the Board approve the appointment of Christina Trabal to the position of Part-Time Special Education Monitor, Village School, Monday through Friday, 4.25 hours per day, effective December 21, 2010 through June 30, 2011, at a rate of \$25.51 per hour, with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [D. Fitzgerald – transfer] [B]

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

8b-3. Appointment of Part-Time Special Education Monitor, Swim Team

Resolved: That the Board approve the appointment of Jonathan Costello to the position of Part-Time Special Education Monitor, on an as needed basis for the Swim Team, retroactive to September 1, 2010 through June 30, 2011, at a salary of \$25.51 per hour, with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [B]

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

8b-4. Appointment of Part-Time Lunchroom/Playground Aide, Indian Hill School

Resolved: That the Board approve the appointment of Dawn D'Amato to the position of, Part-Time Lunchroom/Playground Aide, Indian Hill School, Monday through Friday, 2.75 hours per day, effective November 18, 2010 through June 30, 2011, at an hourly rate of \$14.68, step 1, with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [D. Maiers-retire] [B]

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

8b-5. Approval of Change in Assignment for Part-Time Lunchroom/Playground Aide, W.R. Satz School

Resolved: That the Board approve the Change in Assignment for Lisa Mowery as a Part-Time Lunchroom/Playground Aide, WR Satz School, effective November 18, 2010 through June 30, 2011, as follows: [B] [A. Robbins – retire]

From: Monday through Friday 2.50 hours per day
To: Monday through Friday 3.25 hours per day

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

8b-6. Appointment of Part-Time Bus Monitor, W.R. Satz School

Resolved: That the Board approve the appointment of Lisa Mowery to the position of a.m. and p.m. Bus Monitor, W.R. Satz School, Monday through Friday, 3.25 hours per day, effective November 18, 2010 through June 30, 2011, at a rate of \$25.51 per hour, with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [B] [A. Robbins – retire]

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

8b-7. Appointment of Homebound Instructor

Resolved: That the Board approve the appointment of Barbara Edwards as a Homebound Instructor for the 2010-2011 school year, at a rate of \$56.00 per hour, with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [B]

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

8b-8. Appointment of Nurse Assistant

Resolved: That the Board approve the appointment of Deborah Gross as a Nurse Assistant, on an as needed basis, for the 2010-2011 school year, retroactive to September 7, 2010 through June 30, 2011, currently at a salary of \$36.04 per hour, with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [B]

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

8b-9. Appointment of Schedule B Position of Assistant Wrestling Coach, Holmdel High School

Resolved: That the Board approve the appointment of Matthew Rega to the Schedule B Position of Assistant Wrestling Coach, Holmdel High School, for the 2010-2011 school year, pending certification and criminal history review, currently at a stipend of \$5,017.00, with stipend for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [B] [S. Stein - Resignation]

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

8b-10. Appointment of Schedule B Position of Girls Assistant Coach, Basketball, Holmdel High School

Resolved: That the Board approve the appointment of Kelli Talbot to the Schedule B Position of Basketball Girls Assistant Coach, Holmdel High School, for the 2010-2011 school year, currently at a stipend of \$5,645.00, with stipend for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [B]

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

8b-11. Appointment of Schedule B Position of Cheerleading Coach, W.R. Satz School

Resolved: That the Board approve the appointment of Marissa Semler to the Schedule B Position of Cheerleading Coach, W.R. Satz School, for the 2010-2011 school year, currently at a stipend of \$2,353.00 with stipend for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [B]

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

8b-12. Approval of Extended Leave of Absence Special Education Teacher, Village School

Resolved That the Board approve an Extended Leave of Absence for Stacey Campbell, Special Education Teacher, Village School, as follows:

Personal leave of absence from February 1, 2011 through June 30, 2011 (unpaid without benefits)

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

8b-13. Approval to Extend Appointment of Temporary Leave Replacement, Special Education Teacher, Village School

Resolved: That the Board approve the Extension of Appointment for Kelsey Higley to the position of Temporary Leave Replacement, Special Education Teacher, Grade 1, Village School effective February 2, 2011 through June 30, 2011, step 1 BA, currently at a salary of \$47,455.00, with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [S. Campbell-leave] [B]

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

8b-14. Approval of Amendment of Extra Hours, Occupational Therapist – Village School/Indian Hill School

Resolved: That the Board approve the Amendment of Extra Hours for Clare Swift, Occupational Therapist, Village School/Indian Hill School, to provide services to special education students for an additional 6.5 hours per week, at a prorated salary, as follows: [Leave – Occupational Therapist Consultant] –[B]

FROM: October 22, 2010 through January 2, 2011
TO: October 22, 2010 through November 29, 2010

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

8b-15. Approval of Amendment of Appointment of Part-Time Bus Monitor – Indian Hill School

Resolved: That the Board approve the Amendment of Appointment for Kay Bauman to the position of p.m. Bus Monitor, Indian Hill School, Monday through Friday, effective October 14, 2010 through June 30, 2011, at a rate of \$25.51 per hour, with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA, as follows: [C. Boresky – resign]

FROM: 2 hours per day
TO: 1 hour per day

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

8b-16. Acceptance of Retirement, Lunchroom/Playground Aide and Bus Monitor, W.R. Satz School

WHEREAS: Mrs. Anita Robbins has served the Holmdel Township Public Schools with distinction as a Lunchroom/Playground Aide, W.R. Satz School since January 22, 1991; and,

WHEREAS: Mrs. Anita Robbins has served the Holmdel Township Public Schools with distinction as a Bus Monitor, W.R. Satz School since September 1, 1998; and,

WHEREAS: Mrs. Anita Robbins has earned the respect of her colleagues and community residents; and

WHEREAS: Mrs. Anita Robbins will be sadly missed by staff and colleagues; and,

WHEREAS: Mrs. Anita Robbins has submitted a letter announcing her retirement from the Holmdel Township School District, effective November 17, 2010;

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education accepts Mrs. Anita Robbins' retirement with regret, and deep gratitude for her dedication, loyalty, and outstanding services performed and further extend to Mrs. Anita Robbins its best wishes for a happy and healthy retirement.

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

8b-17. Approval of Intermittent Leave of Absence, Special Education Teacher, Village School

Resolved: That the Board approve an Intermittent Leave of Absence for Megan Neville, Special Education Teacher at the Village School, with benefits as follows:

Retroactive to November 8, 2010 using an Intermittent Family and Medical Leave (FMLA) (unpaid) and Intermittent Paid Family Leave (PFLA) (paid by State of New Jersey subject to State approval).

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

8b-18. Approval of Mentor Payments

Resolved: The Board approve the appointment of the following teachers as a Mentor for Provisional Staff Members at the State recommended rate shown below (mentor fees paid by provisional teacher and if necessary are prorated):

Mentor	Novice Payment	Novice Teacher
Diane Wladich	\$ 55.00	Shannon Lane
John Graham	\$ 275.00	Christopher Porges

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

8b-19. Approval of Student Teacher/Field Experience/Classroom Observation

Resolved: That the Board approve Jaclyn Mercandetti for Student Teaching in the area of Elementary Education at Village School from January 19, 2011 through April 29, 2011. Cooperating teacher will be Jami Kenney.

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

8b-20. Approval of Student Teacher/Field Experience/Classroom Observation

Resolved: That the Board approve Joanna Parlamis for 10 days of Classroom Observation in the area of Mathematics at W.R. Satz School from January 3, 2011 through January 14, 2011. Cooperating teacher will be Susan Ring.

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

8b-21. Approval of Student Teacher/Field Experience/Classroom Observation

Resolved: That the Board approve Kristen Corneliss for Student Teaching in the area of Social Studies/Special Education at Holmdel High School from January 19, 2011 through April 29, 2011. Cooperating teachers will be Suzanne Williams and Elizabeth Kenny-Foggin.

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

8b-22. Approval of Student Teacher/Field Experience/Classroom Observation

Resolved: That the Board approve JoAnna Silverstein for 2 weeks Classroom Observation in the area of Music at Holmdel High School from January 3, 2011 through January 31, 2011. Cooperating teacher will be Matthew Goetke.

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

8b-23. Approval of Student Teacher/Field Experience/Classroom Observation

Resolved: That the Board approve Stephanie Dib for Student Teaching in the area of Elementary Education at Village School from January 19, 2011 through April 29, 2011. Cooperating teacher will be Shannon Hunnewell.

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

8b-24. Appointment of Day-to-Day Substitute Personnel, Bus Attendant

Resolved: That the Board approve the appointment of the following as a Day-to-Day Substitute Bus Attendant, effective November 18, 2010 through June 30, 2011. [B]

Dianna McKeon

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

8b-25. Appointment of Day-to-Day Substitute Personnel, Lunchroom/Playground Aide

Resolved: That the Board approve the appointment of the following as a Day-to-Day Substitute Lunchroom/Playground Aide, effective November 18, 2010 through June 30, 2011. [B]

Eleni Angelkos

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

8b-26. Appointment of Day-to-Day Substitute Personnel, Nurse Assistant

Resolved: That the Board approve the appointment of the following as a Day-to-Day Substitute Nurse Assistant, retroactive to September 10, 2010 through June 30, 2011. [B]

Ileana Tuozzo

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

8b-27. Appointment of Day-to-Day Substitute Personnel, Special Education Monitor

Resolved: That the Board approve the appointment of the following as a Day-to-Day Substitute Special Education Monitor, retroactive to October 29, 2010 through June 30, 2011. [B]

Denise Juarez

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

8b-28. Appointment of Temporary Leave Replacement, Italian Teacher, Holmdel High School

Resolved: That the Board approve the appointment of Jason E. Caputo to the position of Temporary Leave Replacement, Italian Teacher, Holmdel High School, pending the criminal history review of the State of NJ, effective November 22, 2010 through further notice, step 1 BA, at a salary of \$47,455 (prorated), with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [B – Replaces A. Ranieri – Paid Leave]

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

8c. Student Matters8c-1. Approval of Student Placements

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

Department of Special Services
In-District Placements

Meeting Date	Student ID	Services	Classification	Cost
N/A	7803431127	Home instruction	N/A	\$56.00/hour*
N/A	6484907601	Home instruction	N/A	\$56.00/hour*
5/13/2010	9968848632	Home instruction	ED	\$56.00/hour *

*Pending HTEA negotiations

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

9. Business Administrator/Board Secretary's Report and Recommendations9a. Submission of Comprehensive Maintenance Plan and M-1 Form

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached documents for the various school facilities of the Holmdel Township School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED that the Holmdel Township School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the Holmdel Township School District in compliance with Department of Education requirements. Attachment 9a.

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

9b. Approval to Authorize the Submission of the Village School Roofing and Flashing Repairs Project to the New Jersey Department of Education (NJDOE)

Resolved: That the Board authorizes the submission of the Village School roofing and flashing repairs project, to the NJDOE for review and approval. This project is being undertaken as another maintenance project, and no state funds are being requested.

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

9c. Approval of Proposal for Unemployment Compensation Cost Management Services

Resolved: That the Board approve a proposal with TALX, for Unemployment Compensation Cost Management Services for the District, at a fee of \$6.00 per employee per year, with a minimum quarterly fee of \$750.00. TALX guarantees the District will obtain savings that exceed the fees paid to TALX during the term of this agreement. Should TALX fail to achieve the savings guaranteed, TALX will furnish services at no charge until savings exceed fees paid. Effective November 18, 2010 through December 1, 2011. On file in the office of the Business Administrator/Board Secretary

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

9d. Approval of Applications for Use of School Facilities for Various Groups

Resolved: That the Board approve Applications for Use of Facilities by the following Groups:

Facility User	Day	Date	Time	School	Event	Fee
Jersey Shore Chinese School PO Box 755 Holmdel, NJ 07733	Sat.	June 4, 2011	12:00PM 6:00PM	High School	Roggy field	\$660.00
YMCA 113 Tindall Road Holmdel, NJ 07733	Sun.	December 5, 2010	8:30AM 3:30PM	High School	Auditorium Commons Library	\$2,184.00

All fees and overtime cost will be charged in accordance with the Policy/Regulation #1330 and fully reimbursed by the applicant.

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

9e. Approval of Monthly Certification, September 30, 2010

Resolved That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of September 30, 2010 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. Collins VOTE: 9-0

9f. Approval of Business Administrator/Board Secretary's Financial Report, September 30, 2010

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending September 30, 2010, is hereby approved and the Business Administrator/Board Secretary is instructed to file same.

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

9g. Approval of Treasurer's Financial Report, September 30, 2010

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending September 30, 2010, is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary.

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

9h. Approval of Budget Transfers, 2010/2011

Resolved: That the Board approve the 2010/2011 Budget Transfers as listed on attachment T-11-08.

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

9i. Approval of Bills Payment

Resolved: That the Board approve payment of the November 17, 2010 regular bills list in the amount of \$1,085,772.60 and as certified and approved.

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

10. Old Business

Mr. Collins gave an overview of the process that the committee has followed with Strauss Esmay to get the Policies/Bylaws to this point.

Mr. Sockol had questions/comments regarding the following Policies/Bylaws:

- Bylaw 0132, in the second paragraph he had some editing suggestions and asked if there was language that conflicted with 0120.
- Bylaw 0134, he wanted to confirm that the notes/references will be deleted with the final version.

- He inquired if we do have student representative's participate at committee level meetings.
- Bylaw 0155, he asked for clarity regarding the Board President's authority to appoint members to committees. General discussion ensued among the Board regarding this topic.
- Bylaw 0157, regarding the Board website, specifically with the statement regarding no political and editorial statements and viewpoints. General discussion ensued among the Board regarding this topic.
- Bylaw 0167, he inquired if we should have any restrictions regarding public comments. General discussion ensued among the Board regarding this topic.
- Bylaw 0169, he suggested we add Social Media.

Dr. Tai asked for clarity regarding the time allocation discretion as it related to Bylaw 0167. General discussion ensued among the Board on this topic.

Mrs. Vander Woude requested that we categorize these Policies/Bylaws to help clarify them.

Mrs. Vander Woude spoke regarding Policy 0163; Section A, paragraph 2, 3, and 4. She stated she was not sure if there is a need for Section A and 4. (It appears to be redundant).

Mr. Collins asked Mr. Barger if there needs to be at least five (5) Board members physically present to have a quorum. Mr. Barger agreed, he stated you cannot have four (4) present and one (1) call in that is not a quorum.

Mrs. Vander Woude inquired if the definitions apply to Policies and Bylaws. Ms. Garrity confirmed that it applies to everything.

11. New Business

Mrs. Duncan informed the Board that the Monmouth County Office is looking to develop a county wide calendar in an attempt to have a county wide transportation system. She stated what her concerns were with this concept and how it impacts the District.

Mrs. Duncan also informed the Board that the District moved to one (1) fire drill and one (1) evacuation drill a month (per school) to be in compliance with the new safety regulations.

Mrs. Vander Woude reminded the Board about the Thanksgiving Feast this Friday between 11:00 a.m. – 1:00 p.m., in the W. R. Satz School Library.

12. Questions from the Public

Ms. Moramarco stated concerns about student drop-off at the High School and the potential safety issues as it relates to W. R. Satz students. She also announced that the High School play was on Friday and Saturday.

Ms. Moramarco asked for clarity regarding Bylaw 0151 and what can be posted on the website regarding parent groups.

Dr. Shelton stated it is ridiculous that the Board cannot express an opinion in support of the Budget.

Dr. Shelton stated he supports Board members being able to call in to participate in meetings as long as they can hear what is going on and they could be heard.

Dr. Shelton also stated there should be more opportunity for community input during meetings.

13. Executive Session (if required)

President Tai called for an Executive Session at 11:19 p.m., to discuss matters involving personnel and negotiations. Anticipating no further public action he stated that the Board would adjourn from Executive Session.

14. Adjournment

By a unanimous voice vote the meeting adjourned at 11:20 p.m.

Respectfully submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary

POLICY

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The Holmdel Township Board of Education strives to ensure that the physical and mental health, safety and welfare of pupils in its schools will be protected, and an orderly environment conducive to learning, be maintained. Pupils shall conduct themselves in keeping with their level of maturity and act with due regard for the educational purposes underlying all school activities, for school property, and for the rights and welfare of other pupils. Any disruption to the educational environment necessitates that pupils will be subject to the consequences of their misbehavior in accordance with the established code of conduct.

Parents and guardians shall be expected to guide and direct their children toward standards of good conduct in the total school environment, as well as to cooperate with school officials in preventive and corrective disciplinary measures for their children.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

The Holmdel Township Schools believe in the right of each child to receive a free and appropriate education. All students in this state between the ages of six (6) and the school year through which he or she becomes sixteen (16) are required by law to regularly attend school, either in the public schools, non-public schools that are approved for equivalency of instruction by the appropriate school authorities, or in the home in accordance with statute. The right to a free public school education extends to all students without a disability or without a suspected disability founded solely under §504 of the Rehabilitation Act of 1973 Title II of the Americans with Disabilities Act, until the end of the school year in which the student reaches the age of nineteen (19), and those students with a disability or suspected disability founded solely under §504 of the Rehabilitation Act of 1973 Title II of the Americans with Disabilities Act until the end of the school year in which the student reaches the age of twenty-one (21). However, this right is not unconditional. As long as due process of law requirements are met, a student may be removed from the classroom, suspended temporarily or suspended permanently from school.

RIGHTS OF STUDENTS

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right:

- to be respected as a unique individual;
- to be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
- to learn in an environment free from interruption, harassment, discrimination, intimidation and fear;
- to participate in district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orientation.

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- to be informed of all school rules;
- be guided by a discipline policy which is fairly and consistently implemented.
- *to be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.*

In addition, students in this District are afforded the following rights:

1. **Student Expression** – Students shall be allowed the opportunity for the free expression of ideas consistent with rights established by the federal and state constitutions. However, a student’s freedom is subject to limitation in that the constitutional protections will not extend to libelous, slanderous, vulgar, lewd, indecent or obscene words or images or to words or images which by their very use incite others to damage property or physically injure persons. Furthermore, speech which materially and substantially disrupts the work and discipline of the school may be subject to limitation.
2. **Symbolic Expression** – Students, in light of constitutionally protected free speech rights, may wear political buttons, arm bands or badges of symbolic expression so long as the same conform to the limits set forth herein under a school newspaper and a dress code.
3. **Student Activities** – All pupils shall enjoy equal access to the extent of their capabilities for participation in the various extra-curricular and co-curricular activities sponsored by the School District. The privilege of participating in such activities shall be conditioned upon appropriate conduct as established by the student code of conduct and any rules promulgated specifically for participation in extra and/or co-curricular activities.
2. **Student Government** – Students are encouraged to participate in the various student governmental bodies which have been or may be established in our schools. It shall be the duty of the student governmental body to establish reasonable standards for qualification of candidates to serve in offices of the government. Elections for student government shall be conducted in accordance with the principles of our democracy and elected student representatives shall work with the faculty, administration and student body in identifying cooperatively those areas of appropriate student responsibility. All student governmental bodies shall have a faculty advisor and shall be organized pursuant to a specific written constitution which the students shall participate in formulating.
5. **Student Clubs and Other Student Organizations** – The District encourages students to participate in curriculum related extra-curricular activity clubs and/or organizations. To the extent that the District authorizes meetings of non-curriculum related clubs or organizations, the same shall be subject to the constitution of the student government and shall be conducted in accordance with any applicable federal or state law, as well as Board of Education policy or regulations.
6. **Privacy Rights [Search and Seizure]** - Students in attendance in our public schools are protected against illegal or unreasonable personal searches or seizures of their property by both the federal and state constitutions. Lockers and desks assigned to students may be subject to inspection at any time by school officials since such places are not the property of the student, but rather are owned by the School District and shared with the student.

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7. **Pregnant Students** - During pregnancy and the period of pregnancy related disability which follows childbirth, a student shall be entitled to home instruction, upon request. Pregnant students who desire to attend their regularly scheduled classes prior to the time of childbirth may do so to the extent that their physician approves of such attendance.
8. **Student Grievances and Complaints** - If a student or his or her parents have a grievance or a complaint about a school-related matter, a school employee or other school official, s/he shall first approach the teacher or administrator who is most closely related to the problem in an effort to resolve the matter. If resolution is not achieved at this step, s/he must submit the grievance or complaint in writing, to the Principal of the school who shall respond within ten (10) school days with a written answer or proposed resolution. Grievances or complaints may be appealed in writing to the Superintendent of Schools if the Principal's answer or proposed resolution is not deemed satisfactory by the student/parent. The Superintendent of Schools shall respond to all grievances and complaints within a reasonable period of time following receipt of the written appeal document.

RESPONSIBILITIES OF STUDENTS

Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected:

- to accept responsibility for his/her actions;
- to respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined;
- to attend school on a regular and punctual basis;
- to complete class assignments and other school responsibilities by established deadlines;
- to show evidence of appropriate progress toward meeting course and/or diploma requirements;
- to respect school property, e.g. lockers, and help to keep it free from damage;
- to obey school regulations and rules made by school authorities and by the student governing body;
- to recognize that teachers assume the role of an acting, caring parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
- to contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
- to become familiar with this code and seek interpretation of parts not understood from parents, teachers and school administrators;
- to discourage by appropriate comment, or lack of approval/participation inappropriate behavior or threats of inappropriate behavior of other students and report the incidents to the administration.

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THE ROLE OF PARENTS

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this mutually supportive and productive relationship, parents are urged:

- to show an enthusiastic and supportive attitude toward school and education;
- to build a good working relationship between themselves and their child;
- to teach their child self-respect, respect for the law, respect for others and for public property;
- to insist on prompt and regular attendance;
- to listen to the views and observations of all parties concerned;
- to recognize that teachers merit the same consideration and respect that parents expect from their child;
- to encourage their child to take pride in his/her appearance;
- to insist that their child promptly bring home all communications from school;
- to cooperate with the school in jointly resolving any school related problem;
- to set realistic standards of behavior for their child and resolve to remain firm and consistent;
- to help their child learn to deal effectively with negative peer pressure;
- to provide a place conducive for study and completion of homework assignments;
- to demonstrate desirable standards of behavior through personal example;
- to foster a feeling of pride in their child for their school;
- to provide support and positive reinforcement to their child.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

THE ROLE OF SCHOOL PERSONNEL

School personnel play an important role in the education of students. In view of this responsibility, school personnel must:

- promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- teach the common courtesies by precept and example;
- treat students in an ethical and responsible manner;
- help students to reach their maximum potential;

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- demonstrate desirable standards of behavior through personal example;
- report violations of the Code of Conduct to the Building Administrator;
- immediately report and refer violent students to the Principal.

THE ROLE OF TEACHERS AND EDUCATION SUPPORT STAFF

Every professional educator knows that she/he is responsible for the social, emotional and academic development of future generations. In view of this responsibility, the professional must in the classroom and larger school environment:

- promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- plan and conduct a product of instruction that will make learning challenging and stimulating;
- recognize that some disciplinary problems are caused by a student's personal and academic frustrations;
- utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility;
- seek to develop close interactive relationships with parents for the educational benefit of the student;
- distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator;
- teach the common courtesies by precept and example;
- handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
- help students cope with negative peer pressure;
- identify changing student behavior patterns and notify appropriate personnel;
- enable students to discuss their problems with them;
- send communications home promptly;
- report to the Principal any student who jeopardizes his/her own safety, the safety of others or of the teacher, or who seriously interferes with the instructional program of the classroom;
- treat students in an ethical and responsible manner;
- help students to reach their maximum potential;
- serve as a surrogate parent in matters of behavior and discipline in accordance with New Jersey State School Law;
- explain and interpret the discipline code to students;
- enforce the code in all areas of the school
- demonstrate desirable standards of behavior through personal example;

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- know the support services available to students and refer students who are in need of such services;
- comply with state educational law regarding corporal punishment and mandated reporting of suspected child abuse;
- in the event of removal from class, inform the student and the Principal of the reason for the removal;
- immediately report and refer violent students and those who threaten violence to the Principal or Superintendent of Schools.

THE ROLE OF BUILDING ADMINISTRATORS

As the educational leaders of the school, our building administrators set the learning and disciplinary climate for the school, not only for students, but for staff as well. Therefore, they must:

- seek to develop a sound and healthful atmosphere of mutual respect;
- evaluate the program of instruction in their school to achieve a meaningful educational program;
- help their staff self-evaluate their procedures and attitudes in relation to the interaction within their classrooms;
- develop procedures and programs which reduce the likelihood of student misconduct;
- provide the opportunity for students and staff to approach the Principal directly for redress of grievances;
- work with students and staff to formulate school regulations;
- assist staff members to resolve problems which may occur;
- work closely with parents to establish a wholesome productive, cooperative relationship between home and school;
- utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions;
- establish and maintain necessary building security;
- assume responsibility for the dissemination, explanation and enforcement of the Code of Conduct and Responsibilities and ensure that all discipline cases referred are resolved promptly;
- insure that students are provided with fair, reasonable, and consistent discipline;
- comply with pertinent state laws governing hearings, suspensions, and student rights;
- develop behavior guidelines and appeals procedures specific to each assigned school in harmony with this Code of Student Conduct and Responsibilities;
- demonstrate desirable standards of behavior through personal example.

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THE ROLE OF DISTRICT ADMINISTRATORS

As the educational leaders of the school system, the Superintendent of Schools and central administrators must:

- reinforce and extend the indicated responsibilities of the Principals and make them applicable to the school system for grades K-12;
- recommend to the Board of Education appropriate policy, regulations and budgetary considerations to achieve optimum conditions for positive learning;
- develop and implement an effective Code of Conduct supportable by students, parents, staff and community;
- demonstrate desirable standards of behavior through personal example;
- provide each teacher with a copy of the Code of Conduct.

THE ROLE OF THE BOARD OF EDUCATION

As the elected officials in charge of our schools, the Board of Education:

- adopts the policies governing the District, including this code of conduct;
- ensures that the code of conduct contains clear behavioral expectations and disciplinary consequences for students, staff and visitors;
- ensures that the code of conduct is clearly communicated to students, parents, staff and the school community;
- ensures that the code of conduct is implemented and enforced in a consistent, reasonable, fair and equitable manner;
- annually reviews the code of conduct and updates it as necessary

CONDUCT OF VISITORS

In an effort to maintain a safe and healthy educational environment, all visitors to the District must sign-in at the Main Office of the building visited. Visitors are expected to comport themselves in a manner that does not disrupt the academic process and in accordance with the law, this Code of Conduct and other district policies.

REPORTING CODE VIOLATIONS

1. To School District Personnel

Students, teachers and other District personnel are encouraged to report any violation of the Code of Conduct to a Building Administrator.

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Teachers and other District personnel shall immediately report violent students to the Building Principal or Superintendent of Schools.

2. To Local Law Enforcement Agencies

The District will report any acts of violence against persons that constitute a crime and any other violations of the Code of Conduct which constitute a crime to the appropriate local law enforcement agency when the actor is over the age of sixteen (16). When necessary, the District will file a complaint in criminal court against the actor.

3. To Human Services Agencies

The District will report any violations of the Code of Conduct which constitute a crime when the student is under the age of sixteen (16) to the appropriate human services agencies.

STUDENT SUSPENSION PROCESS

A student may be suspended from school when it is determined that the student:

- Is insubordinate or disorderly, or exhibits conduct which endangers the safety or morals of himself/herself or of other students.

In addition to the statutory grounds for suspension from school for conduct or health condition, students shall also be subject to suspension based upon a violation of the specific disciplinary infractions listed in Section I (Infractions with Penalty Reference). Students who are suspended are entitled to have a reasonable amount of time to make up work missed during the period of suspension. No student shall be subject to academic consequences for behavioral matters.

A. Pre-suspension Process

Prior to being suspended from school, the student shall be confronted by a school official empowered to suspend, at which time the evidence upon which the decision to suspend is based shall be stated to the student and the student shall be given the opportunity to explain his/her version of the facts. The student shall also be afforded the right to present other persons to the suspending authority in support of his/her version of the facts. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable. In all cases, there shall be no suspension until after the informal conference, unless waived.

B. Short Term Suspension Process

Prior to a proposed suspension from school for between one (1) and ten (10) days by a building administrator, the students and his/her parent shall be notified, in writing, and by telephone, if possible, within twenty-four (24) hours of the decision to propose suspension. Such written notice shall

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include a description of the incident(s) resulting in the suspension and shall inform the parent of their right to request an immediate informal conference with the administrator at which the student and/or his/her parent may present the student's version of the event and ask questions of complaining witnesses. Upon such request, an informal conference with the administrator and other parties involved shall be convened as soon as possible, [at which time the evidence, including the witness(es) relied upon by the Principal in making the suspension determination, may be questioned by the parent or guardian.] The right to an informal conference with the administrator shall also extend to a student if eighteen (18) years of age or older. The notice and informal conference shall be in the dominant language or mode of communication used by the parent. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

C. The Long-term Suspension Process: Suspension for More than Ten Days

Any suspension from school in excess of ten (10) school days shall be considered a long-term suspension.

Notice of Hearing and Hearing

When a student is subject to a long-term suspension, a hearing shall be conducted by the Building Principal. The notice of suspension for a student under eighteen (18) years of age will be mailed or delivered to the parent who will have adequate time to prepare for the hearing. The notice will set forth the nature of the infraction and the related facts so as to permit a proper defense. Further the notice will advise the parent or the student over age eighteen (18) of the right to be represented by an attorney or lay counsel, to confront witnesses, to present witnesses and testify in his/her own behalf.

Alternative Instruction

Students who are suspended from school are entitled to home instruction or instruction in an alternate setting.

Appeals Process

The determination of the Building Principal is subject to appeal in accordance with New Jersey Statute and New Jersey Administrative Code.

D. Off-Campus Misconduct

A student may be subject to discipline for conduct which is committed off of school premises or at non-school sponsored activities. School authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds,

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pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5131, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

E. Dress and Grooming

Students are expected to dress and groom themselves in an appropriate manner. Student must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories and home and careers skills classes.

The following are considered to be inappropriate dress, grooming and appearance and are prohibited in school or at school functions:

- any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);
- any dress or appearance which is vulgar, lewd, obscene or indecent or profane or which exposes to sight the private parts of the body (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors; see-through garments, extremely plunging necklines or waistlines);
- any dress or appearance which encourages or advocates the use of illegal drugs, alcohol and/or tobacco;
- any dress or appearance which advocates or encourages other illegal or violent activities;
- any dress or appearance which advocates discrimination or denigrates others based upon race, color, creed, religion, national origin, gender, sexual orientation or disability;
- the wearing of hats in the classroom as they are a sign of disrespect (unless worn for religious or medical reasons);
- any dress or appearance which constitutes a disruption to the educational process.

F. Computer and Internet Use

The following prohibited use of District-owned computer drives, network facilities and Internet links may give rise to disciplinary action against users of such equipment and/or facilities:

1. E-mail originating from the school premises or received at the school premises that a student user creates that:
 - is lewd, vulgar, obscene, indecent or inappropriate for student recipients of certain ages;
 - conveys an imminent threat of violence, including sexual violence, to a specific individual or individuals;
 - constitutes a state and/or federal crime;
 - is the cause of or a substantial contributing factor to a substantial interference with the orderly functioning of the school(s);

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- attributes the text of e-mail to school officials or that the text is school endorsed, unless there is such official endorsement or consent from school officials;
- 2. Internet use that circumvents access restrictions placed upon the District's computer systems by the Board of Education or its administrative designee(s).
- 3. Computer and/or Internet use that is not school related or is unauthorized.
- 4. Permitting the use of a student's computer access code by any other person. The permitting student assumes responsibility for occurrences in violation of this code of conduct that occurs under his/her access code.

G. Suspension from Transportation Service

Students may be suspended from transportation services for an infraction or infractions listed herein upon the conducting of an informal hearing by a Building Administrator, at which time the student's parent/guardian or other representative shall be allowed to confront the witnesses relied upon by the District in determining the appropriateness of such suspension of service.

H. Suspension from Extra-Curricular and Co-Curricular Activities, and School Functions

A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of any of the provisions herein, for violating a code of conduct issued to participants in the activity by the activity supervisor or for fighting at games. Upon the request of the student's parent/guardian, the administrator shall allow the parent/guardian or other representative of the student the right to appear before him/her informally, to discuss the conduct which led to suspension from the activity.

If a student is suspended from school, she/he shall not be permitted to participate in any extra-curricular or co-curricular activities, as well as any other school events or activities which take place on the days of suspension (including intervening weekends).

SUSPENSION OF STUDENTS WITH DISABILITIES

SECTION 504/TITLE II ADA DISABILITY

Before discipline may be meted out for a student with a disability or suspected disability founded solely under §504 of the Rehabilitation Act of 1973 Title II of the Americans with Disabilities Act (hereinafter the ADA), the Intervention and Referral Services Committee (hereinafter the IRSC) must make a determination of whether the conduct underlying the charge(s) was a manifestation of the disability.

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1. If a nexus is found between the disability and the conduct underlying the charges, the proceeding must be discontinued and the matter placed under the jurisdiction of the IRSC for any further consideration. The IRSC must register a referral and bring about an evaluation of a student with a suspected disability or, if the student is already eligible under §504, it must consider possible program modification and disposition on a non-disciplinary basis.
2. If no nexus is found, yet a disability is indicated or has been identified, discipline may be imposed. Students whose sole disabilities are founded under §504 and for whom no nexus is found shall be disciplined in the same manner as their non-disabled peers.

Any penalty imposed may not be based on past behavior for which a nexus determination was not made.

The School District must continue to provide a free appropriate public education to students who have been suspended from school as required by the regulations implementing §504 until the end of the school year in which the student reaches the age of twenty-one (21).

IDEA DISABILITY

Before discipline may be meted out for a student classified or deemed to be known as having a disability under the Individuals with Disabilities Education Act (hereinafter IDEA) [a student with an educational disability], the Child Study Team must make a determination of whether the conduct underlying the charges was a manifestation of the disability:

1. If a nexus is found between the disability and the conduct, the disciplinary proceeding must be discontinued (except for weapons, drugs and dangerous behavior) and the matter placed under the jurisdiction of the CST for any further consideration. The CST must register a referral and bring about an evaluation in the case of a student who may be deemed to be known as having a disability or, if the student is already classified under IDEA, it must consider possible program modification and disposition on a non-disciplinary basis.
2. If no nexus is found, yet nonetheless a disability is indicated or has been identified, discipline may be imposed. The relevant disciplinary procedures applicable to children without disabilities may be applied in the same manner in which they would be applied to children without disabilities, as long as the child continues to receive a free appropriate public education during any such term of suspension.

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3. Where no nexus is found and no suspected disability is determined to exist, the matter shall be remanded to the building principal for a determination of penalty.

Any penalty imposed may not be based on past behavior for which a nexus determination was not made.

The School District must continue to provide a free appropriate public education to students who have been suspended from school.

Dangerous Students

To continue the suspension of a student classified or deemed to be known as having an educational disability under IDEA for more than ten (10) school days.

Declassified Students

In accordance with law, the CST must conduct a manifestation determination in the case of a student with an educational disability who has been declassified if the disciplinary matter involves behavioral problems.

I. Disciplinary Measures

The following shall constitute appropriate disciplinary measures authorized by this Student Code of Conduct:

1. Warnings (oral or written).
2. Detention or Lunch detention.
3. In-school suspension.
4. Confiscation
5. Suspension of driving privileges
6. Suspension of computer privileges
7. Suspension from school for up to ten (10) school days.
8. Suspension from school in excess of ten (10) days.
9. Suspension from school for at least one (1) year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 or, in the case of a student with a disability whose possession of a weapon is determined not to be related to his/her disability, placement in an interim alternative educational setting for a period of up to forty-five (45) days.
10. Placement in an interim alternative educational setting for a period of up to forty-five (45) days, in the case of a student with a disability whose known possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance at a school or a school function is determined not to be related to his/her disability.
11. Permanent suspension (Expulsion).

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J. Infractions with Penalty References

1. Disturbances which disrupt instruction. (1, 2, 3, 7)
2. Repeatedly disruptive and/or substantially interferes with the teacher's authority in class, giving rise to removal on four or more occasions per semester (7, 8)
3. Abusive language and/or indecent gestures directed at staff, students or visitors on school grounds or at school functions (1, 2, 3, 7)
4. Carelessness in failing to follow school rules and staff directions. (1, 2)
5. Dress or grooming which is inappropriate as described in this code (1, 2)
6. Possession or dissemination of obscene materials (1, 2, 3, 7)
7. Smoking or other tobacco use on campus or at school functions (1, 2, 7)
8. Cheating in any academic, extra-curricular or co-curricular activity. (1, 2, 3, 7, 8)
9. Abusive and/or indecent language and/or gestures directed at school employees or students on school grounds or at school functions, which provoke a fight (2, 3, 7)
10. Willful failure to obey the reasonable directives of school staff (insubordination), including directives not to engage in conduct otherwise referenced as an infraction in this code and for failing to notify a parent of assignment to detention (1, 2, 3, 7, 8)
11. Fighting between students where no dangerous instruments are involved and no person is injured in the altercation (2, 3, 7)
12. Fighting between students where harm is caused to one or more of the combatants (3, 7, 8, 11)
13. A fight involving the use or threatened use of a dangerous or deadly weapon (7, 8, 9, 11)
14. Any violent act against a teacher or other staff member, as described in this code (8, 11)

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15. Any violent act against another student or person in the schools or at a school function, as described in this code (8, 11)
16. Possession of dangerous or deadly weapons on school property (9, 11)
17. Possession of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or at school functions (7, 8, 10, 11)
18. Use of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while attending school functions (7, 8, 10, 11)
19. Sale or other distribution of illegal drugs, alcohol or counterfeit drugs, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions (8, 10, 11)
20. Possession of fireworks on school property or at school functions (7, 8)
21. Use of fireworks while on school property or at school functions (7, 8, 9, 11)
22. Commission of conduct which, constitutes a crime while on school property or at a school function (7, 8, 11)
23. Gambling (3, 7)
24. Hazing (7, 8)
25. Lewd behavior (3, 7, 8)
26. Extortion (7, 8, 11)
27. Plagiarism (3, 7)

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28. Arson (7, 8, 11)
29. Intentional destruction of school property (3, 7, 8, 11)
30. Theft of school property (7, 8, 11)
31. Mental or physical condition which endangers the health, safety and/or welfare of the student or others (3, 7, 8, 11)
32. Use or possession of beepers, cellular phones, lighters, light or laser pointers, use of text phones and/or picture phones to engage in cheating or violation of the privacy rights of others. (2, 3, 4)
33. Violation of computer use policy (1, 2, 3, 6, 7, 8)
34. Class, study hall, homeroom, teacher detention, administrative detention cuts. (2, 3)
35. Eating or drinking outside of lunch periods or where prohibited (1, 2)
36. Driving recklessly, speeding, failing to follow school crossing guard's directives on school grounds (3, 5, 7)
37. Activation of a false alarm, bomb threat or other disaster alarm (7, 8, 9, 10)
38. Forgery or fraud (3, 7, 8)
39. Harassment (sexual, racial, etc.) (2, 3, 7, 8, 9, 10)
40. Intimidation or coercion (3, 7, 8, 10)
41. Leaving campus without authorization (3, 7, 5)
42. Parking in unauthorized areas (1, 2, 3, 5)
43. Public displays of affection beyond hand holding (1, 2, 3)

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- 44. Tardiness to class/school (1, 2, Lunch detention)
- 45. Unauthorized absence from school (1, 2, 3)
- 46. Theft of personal property (2, 3, 7, 8)
- 47. Trespassing while suspended from school (7, 8)
- 48. Driver's license violations arising from off campus conduct (5)
- 49. Hall Roaming (2, 3)
- 50. Unauthorized location (1, 2, 3)
- 51. Cafeteria behavior/throwing food (1, 2, 3, lunch detention)
- 52. Misuse of Cell Phones and Other Electronic Devices (2, 3, 4)

THE REPEATING OF AN INFRACTION MAY LEAD TO THE IMPOSITION OF THE NEXT MEASURE OF DISCIPLINE.

CHRONIC REPEATING OF INFRACTIONS MAY LEAD TO LONG-TERM SUSPENSION OR PERMANENT SUSPENSION (EXPULSION).

Source: Regular Public Meeting

Date: July 21, 2004

Revised: January 13, 2010

Revised:





HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: SUMMER SPORTS CAMP PROGRAM HEAD ATHLETIC COACH

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior coaching experience or has participated in the sport to be coached (preferred).
3. Demonstrates organizational abilities, communications skills and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Athletics, Health and Physical Education K-12, or designee

JOB GOAL: To support each participating student/athlete in the Summer Sports Camp Program in achieving a higher level of skill, an enhanced appreciation for the values of discipline, teamwork and sportsmanship, and an increased level of self-esteem. All coaches should be dedicated to developing successful athletic teams, considering not only win/lose records but, especially, the overall purpose of achieving personal growth through athletic participation and competition.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Coaches individual participants, small groups and the team, as appropriate, in the skills necessary for achievement in the sport.
 - b. Knows and implements established rules and policies including:

- Specific rules governing the sport involved;
 - General rules/policies of NJSIAA and Shore Conference;
 - Guidelines contained in the Coaches' Handbook;
 - General policy & procedures of the school; and
 - Policy established by the Holmdel Township Board of Education.
- c. Works closely with the Supervisor of Athletics, Health and Physical Education K-12, or designee in scheduling daily agenda items for the camp as appropriate.
 - d. Provides input to the Supervisor of Athletics, Health and Physical Education K-12, or designee concerning the safety conditions of the facility or area in which the assigned sport is conducted.
 - e. Assists the coach in recommending to the Supervisor of Athletics, Health and Physical Education K-12, or designee the purchase of equipment, supplies and uniforms, as appropriate.
 - f. Submits budget needs (i.e., uniforms, equipment) annually to the Supervisor of Athletics, Health and Physical Education K-12 in accordance with established timelines and guidelines.
 - g. At the conclusion of the summer season, provides to the Supervisor of Athletics, Health and Physical Education K-12 a financial statement which is an accounting of spending including, but not limited to, the income and outgo of monies from any fund raising efforts.
 - h. Maintains necessary attendance forms, team roster and similar paperwork and provides information to the Supervisor of Athletics, Health and Physical Education K-12, or designee as requested.
2. Student Management
 - a. Provides supervision of all students/athletes involved in the coach's particular activity at all times of involvement and oversees penalties for violation of such standards as stipulated by NJSIAA rules, Board policy, school procedures and the Coaches' Handbook.
 - b. Complies with district policy which prohibits Student Athletic Assistants from being permitted, under any circumstances, to be left alone with any student/athlete.
3. Professional Development
 - a. Keeps informed about the latest equipment, rules and coaching techniques in his/her field of sport.

- b. Participates as appropriate in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
 - c. Provides direction and support to assistant coaches, as appropriate, in developing their coaching skills and activities.
4. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff including, but not limited to other coaches.
 - b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
 - c. Promotes awareness of the athletic team by providing information to relevant audiences about the team's activities.
 - d. Assists those student-athletics desiring to further their education and athletic career at the high school or college level by providing references as appropriate.
5. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by the Supervisor of Athletics, Health and Physical Education K-12, or designee.

TERMS OF EMPLOYMENT: Salary to be established by the Holmdel Township Board of Education, and based upon enrollment of sports session.

EVALUATION: Performance of this job will be informally evaluated in writing.

SOURCE: Regular Board Meeting

DATE:

File Code: 9.036



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
SUMMER SPORTS CAMP PROGRAM
ASSISTANT ATHLETIC COACH**

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience or has participated in the sport to be coached (preferred).
3. Demonstrates organizational abilities, communications skills and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Athletics, Health and Physical Education K-12, or designee

JOB GOAL: To assist the Summer Sports Camp Head Athletic Coach in supporting each participating student/athlete in the Summer Sports Camp Program in achieving a higher level of skill, an enhanced appreciation for the values of discipline, teamwork and sportsmanship, and an increased level of self-esteem. To be dedicated to developing successful athletic teams, considering not only win/lose records but, especially, the overall purpose of achieving personal growth through athletic participation and competition.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Assists in coaching individual participants, small groups and the team, as appropriate, in the skills necessary for personal achievement in the sport.
 - b. Assists the coach in providing supervision of all students/athletes involved in the camps particular activity at all times of involvement and oversees penalties for

violation of such standards as stipulated by NJSIAA rules, Board policy, school procedures and the Coaches' Handbook.

- c. Assists the coach in scheduling daily agenda items for the camp in cooperation with the Supervisor of Athletics, Health and Physical Education K-12, or designee..
- d. Assists the coach in submitting budget requests annually to the Supervisor of Athletics, Health and Physical Education K-12 in accordance with established timelines and guidelines.
- e. Assists the coach in recommending to the Supervisor of Athletics, Health and Physical Education K-12 the purchase of equipment, supplies and uniforms, as appropriate.
- f. Assists the coach in maintaining necessary attendance forms, eligibility records, team roster and similar paperwork and provides information to the Supervisor of Athletics, Health and Physical Education K-12, or designee as requested.
- g. Assists the coach in providing input to the Supervisor of Athletics, Health and Physical Education K-12, or designee concerning the safety conditions of the facility or area in which the assigned sport is conducted.
- h. Knows and implements established rules and policies including:
 - Specific rules governing the sport involved;
 - General rules/policies of NJSIAA and Shore Conference;
 - Guidelines contained in the Coaches' Handbook;
 - General policy & procedures of the school; and
 - Policy established by the Holmdel Township Board of Education.

2. Student Management

- a. Provides supervision of all students/athletes involved in the coach's particular activity at all times of involvement and oversees penalties for violation of such standards as stipulated by NJSIAA rules, Board policy, school procedures and the Coaches' Handbook.
- b. Complies with district policy which prohibits Student Athletic Assistants from being permitted, under any circumstances, to be left alone with any student/athlete.

3. Professional Development

- a. Keeps informed about the latest equipment, rules and coaching techniques in his/her field of sport.

- b. Participates in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
 - c. Provides direction and support to student coaches, as appropriate, in developing their coaching skills and activities.
4. School and Community Relations
- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
 - b. Cooperates and shares professionally with other members of the staff, including but not limited to other coaches, assistant coaches and student coaches.
5. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by a Summer Sports Camp Coach, or the Supervisor of Athletics, Health and Physical Education K-12, or designee.

TERMS OF EMPLOYMENT: Salary to be established by the Holmdel Township Board of Education, and based upon enrollment of sports session.

EVALUATION: Performance of this job will be informally evaluated in writing.

SOURCE: Regular Board Meeting

DATE:



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
SUMMER SPORTS CAMP PROGRAM
STUDENT ATHLETIC ASSISTANT**

QUALIFICATIONS:

1. Has prior experience or has participated in the sport to be coached (preferred).
2. Demonstrates organizational abilities, communications skills and skills in interpersonal relations.
3. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Summer Sports Camp Head Athletic Coach, Summer Sports Camp Assistant Athletic Coach, or Supervisor of Athletics, Health and Physical Education K-12

JOB GOAL: To assist the Summer Sports Head Athletic Camp Coach and Summer Sports Camp Assistant Athletic Coach in supporting each participating student/athlete in achieving a higher level of skill, an enhanced appreciation for the values of discipline, teamwork and sportsmanship, and an increased level of self-esteem. To be dedicated to developing successful athletic teams, considering not only win/lose records but, especially, the overall purpose of achieving personal growth through athletic participation and competition.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Assists in coaching individual participants, small groups and the team, as appropriate, in the skills necessary for personal achievement in the sport.
 - b. Assists the coach in providing supervision of all students/athletes involved in the camps particular activity at all times of involvement.
 - c. Assists the coach and assistant coach in scheduling daily agenda items for the camp in cooperation with the Supervisor of Athletics, Health and Physical Education K-12, or designee.
 - d. Assists the coach and assistant coach in recommending to the Supervisor of Athletics, Health and Physical Education K-12 the purchase of equipment, supplies and uniforms, as appropriate.

- e. Assists the coach and assistant coach in maintaining necessary attendance forms, team roster and similar paperwork and provides information to the Supervisor of Athletics, Health and Physical Education K-12, or designee as requested.
 - f. Assists the coach and assistant coach in providing input to the Supervisor of Athletics, Health and Physical Education K-12, or designee concerning the safety conditions of the facility or area in which the assigned sport is conducted.
 - g. Knows and implements established rules and policies including:
 - Specific rules governing the sport involved;
 - General rules/policies of NJSIAA and Shore Conference;
 - Guidelines contained in the Coaches' Handbook;
 - General policy & procedures of the school; and
 - Policy established by the Holmdel Township Board of Education.
2. Student Management
 - a. Complies with district policy which prohibits Student Athletic Assistants from being permitted, under any circumstances, to be left alone with any student/athlete.
 3. Professional Development
 - a. Keeps informed about the latest equipment, rules and coaching techniques in his/her field of sport.
 4. School and Community Relations
 - a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
 - b. Cooperates and shares professionally with other members of the staff.
 5. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by a Summer Sports Camp Head Athletic Coach, Summer Sports Camp Assistant Athletic Coach, or the Supervisor of Athletics, Health and Physical Education K-12, or designee.

TERMS OF EMPLOYMENT: Salary to be established by the Holmdel Township Board of Education, and based upon enrollment of sports session.

EVALUATION: Performance of this job will be informally evaluated in writing.

SOURCE: Regular Board Meeting

DATE: