

WORK SESSION/BUSINESS MEETING SEPTEMBER 16, 2009

1. Call to Order

The Board of Education, Township of Holmdel, met in Work Session/Business Meeting on Wednesday, September 16, 2009, in the library, Wm. R. Satz School 24 Crawfords Corner Road, Holmdel, 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, PSO, 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, Hartnett, Liu, Vander Woude and Wetmore and Messrs: Tai, Burke, Collins and Shelton. Also present were Mrs. Barbara Duncan, Superintendent, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary, Ms. Mary Beth Currie, Assistant Superintendent Curriculum and Instruction and Mr. Martin Barger, Board Attorney. Nikhita Prasanna and Niriksha Kannan student representatives to the Board were present.

3b. Reading of Mission Statement

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

4. Presentation (s)

Mr. Chia Li presented a United States flag to Holmdel High School on behalf of his son Ensign Richard Li who is currently serving in Afghanistan.

5. Approval of Minutes

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

Closed Executive Session and Regular Business Meeting, August 26, 2009

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

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

6b. Committee Reports(s) (Will be given during the Business Work Session)

7. Committee of the Whole

(a) Approval of District/Superintendent Goals for 2009-2010

Resolved: That the Board approve the following District/Superintendent Goals for 2009-2010:

1. **World Language Program K-12** – Review and study best practices and model programs for the K-6 World Language instruction.
2. **Technology** – To continue to enhance and integrate technology into instruction with hardware, software and professional development opportunities.
3. **Character Education** – Continue implementation and evaluation of Character Education programs (Responsive Classroom). The program will be expanded to include all grades in Village School. At Indian Hill School, the program will be expanded to include both fourth grade and fifth grade. Developing Safe and Civil Schools (DSACS) will serve as our evaluating tool.
4. **Differentiation of Instruction** – Professional Development - To continue to focus professional development opportunities on differentiated instruction. Professional development will be research-based and include both administrators and teachers
5. **Financial Enhancements** - To continue to identify and develop alternative sources of funding and additional cost saving measures.

MOTION: Ms. Hartnett SECOND: Mr. Burke VOTE: 9-0

(b) Approval of Holmdel Township Board of Education Goals for 2009-2010

Resolved: That the Board approve the following Holmdel Township Board of Education Goals for 2009-2010:

1. District Goals – The Board of Education will monitor the District’s progress toward achieving the 2009-2010 Goals. Progress will be reported on a regular basis to the Board of Education.
2. The Board of Education will continue to improve communication and information-sharing between Board members, and between the Board and the Superintendent.

3. The Board of Education will continue to build positive relations with the Holmdel community by exploring and implementing measures to stimulate community involvement.

MOTION: Mr. Burke SECOND: Ms. Hartnett VOTE: 9-0

(c) Approval of Change of Name for the Board of Education Special Education Committee

Resolved: That the Board approve the change of name for the Board of Education Special Education Committee to the Board of Education Special Services Committee.

MOTION: Ms. Hartnett SECOND: Mr. Burke VOTE: 9-0

(d) Adoption of Policies – First Reading

Resolved: That the Board adopt the following policies, and hereby designate this as the first public reading, as per Attachment #1:

| | | |
|-------------------|--------|--|
| File Code 3511 | Policy | School Vehicle Assignment, Use, Tracking, Maintenance and Accounting |
| File Code 5141.4 | Policy | Child Abuse and Neglect |
| File Code 5141.22 | Policy | Life-Threatening Allergies |

(e) Adoption of Policy – Second Public Reading

Resolved: That the Board adopt the following policy, and hereby designate this as the second and final public reading, Attachment #2:

| | | |
|------------------|--------|---|
| File Code 4151.3 | Policy | Emergency Closing/Delayed Opening for Instructional and Support Staff |
|------------------|--------|---|

MOTION: Ms. Hartnett SECOND: Mr. Burke VOTE: 9-0

(f) Adoption of Exhibit

Resolved: That the Board adopt the following exhibit, and hereby designate this as the first and only public reading, as per Attachment 3:

| | | |
|----------------|---------|---|
| File Code 4233 | Exhibit | Request for Travel Authorization/Professional Leave |
|----------------|---------|---|

MOTION: Ms. Hartnett SECOND: Mr. Burke VOTE: 9-0

(g) Approval of Student Trip

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.

Resolved: That the Board approve a trip to Washington, D.C. on June 2, 3, and 4, 2010, for the eighth grade students, at no cost to the Board of Education. Students will cover expenses.

MOTION: Ms. Hartnett SECOND: Mr. Burke VOTE: 9-0

(h) Approval of Out-of-District Travel – Board of Education Member

TABLED

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]

Board of Education Member

| Date | Name | Location | Workshop | City/State | Cost/ Mileage |
|---------|------------------|--------------|---|----------------|------------------|
| 9/29/09 | Shelton, Dr. Jim | Board Member | Communicating During Difficult Labor Negotiations | Branchburg, NJ | \$76.08 |

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

(i) Approval of Out-of-District Travel – Board of Education Member

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]

Board of Education Member

| Date | Name | Location | Workshop | City/State | Cost/ Mileage |
|---------|----------------|--------------|---|----------------|------------------|
| 9/29/09 | Wetmore, Robin | Board Member | Communicating During Difficult Labor Negotiations | Branchburg, NJ | \$75.70 |

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

(j) 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 |
|-----------------------|------------------|------------------------------------|----------------------|----------------|------------------|
| 10/8/09 | Alston, Susan | Administrator - High School | NJSSA Fall Meeting | Jamesburg, NJ | \$0.00 |
| 2/4/10 | Alston, Susan | Administrator - High School | NJSSA Winter Meeting | Jamesburg, NJ | \$0.00 |
| 5/20/10 | Alston, Susan | Administrator - High School | NJSSA Spring Meeting | Jamesburg, NJ | \$0.00 |
| 9/22/09 | Balicki, William | Administrator - Building & Grounds | School Safety | Monroe Twp, NJ | \$120.00 |
| 10/27/2009 - 10/29/09 | Balicki, William | Administrator - Building & Grounds | School Safety | Somerset, NJ | \$325.00 |

| | | | | | |
|-----------------------|-------------------|------------------------------------|---|-----------------|----------|
| 9/23/09 | Balicki, William | Administrator - Building & Grounds | The Next Pandemic: Emergency Management Issues | Long Branch, NJ | \$0.00 |
| 10/18/2009 - 10/21/09 | Balicki, William | Administrator - Building & Grounds | Energy Education Seminar | Atlanta, GA | \$0.00 |
| 4/20/2010 & 5/13/10 | Bals, Kevin | Administrator - High School | State Mandated 12 hours of Legal Training | Monroe Twp, NJ | \$337.18 |
| 9/22/09 & 9/23/09 | Bandini, Regina | High School | Wilson Reading & Language Two-day Overview | Eatontown, NJ | \$145.00 |
| 10/30/09 | Corboy, Jennifer | High School | Overview of all aspects of National Honor Society | Monroe Twp, NJ | \$75.00 |
| 9/23/09 | Currie, Mary Beth | Administrator - District | The Next Pandemic: Emergency Management Issues | Long Branch, NJ | \$350.00 |
| 10/30/09 | Hughes, Denise | Indian Hill School | School Psychology Fall Conference | Lakewood, NJ | \$125.00 |
| 9/22/09 | Katz, Rich | Administrator - High School | School Safety | Monroe Twp, NJ | \$145.00 |
| 09/22/09 & 09/23/09 | Lavezzo, Jen | Indian Hill School | Wilson Reading & Language Two-day Overview | Eatontown, NJ | \$145.00 |
| 9/24/09 | Peart, Mandie | Administrator - Central Office | NJ Applitrack Users' Group Meeting | Springfield, NJ | \$0.00 |
| 9/23/09 | Peart, Mandie | Administrator - Central Office | The Next Pandemic: Emergency Management Issues | Long Branch, NJ | \$0.00 |
| 09/22/09 & 09/23/09 | Salimando, Donna | Indian Hill School | Wilson Reading & Language Two-day Overview | Eatontown, NJ | \$145.00 |
| 10/23/09 | Alston, Susan | Administrator - High School | Literature Consortium Meetings - Center for Innovative Education at Kean University | Union, NJ | \$0.00 |

| | | | | | |
|-------------------|--------------------|-----------------------------|---|------------------|------------|
| 1/8/10 | Alston, Susan | Administrator - High School | Literature Consortium Meetings - Center for Innovative Education at Kean University | Union, NJ | \$0.00 |
| 2/12/10 | Alston, Susan | Administrator - High School | Literature Consortium Meetings - Center for Innovative Education at Kean University | Union, NJ | \$0.00 |
| 5/13/10 | Alston, Susan | Administrator - High School | Literature Consortium Meetings - Center for Innovative Education at Kean University | Union, NJ | \$0.00 |
| 10/6/09 & 10/7/09 | Baldessari, Nicole | High School/ WRS | AENJ Art Convention | Somerset, NJ | \$233.98 |
| 9/30/09 | Bandini, Regina | High School | Wilson Training Certification Program | Tinton Falls, NJ | \$1,775.00 |
| 10/23/09 | Bellis, Marilyn | Indian Hill School | Engaging Boy Writers | Union, NJ | \$0.00 |
| 1/8/10 | Bellis, Marilyn | Indian Hill School | What Really Matters in Response to Intervention | Union, NJ | \$0.00 |
| 2/12/10 | Bellis, Marilyn | Indian Hill School | Literacy, Struggling Readers and the 21st Century | Union, NJ | \$0.00 |
| 5/13/10 | Bellis, Marilyn | Indian Hill School | Comprehension and Collaboration in an Active Literacy Classroom | Union, NJ | \$0.00 |
| 10/29/09 | Burke, Denean | Indian Hill School | Improving Social Skills for Students with Autism Spectrum Disorder | Eatontown, NJ | \$0.00 |

WORK SESSION/BUSINESS MEETING SEPTEMBER 16, 2009

| | | | | | |
|--------------------|-------------------------|--------------------|--|------------------|------------|
| 9/17/09 | Caffrey, Suzanne | High School | H1N1 Preparedness Training Seminar | Monroe, NJ | \$0.00 |
| 9/21/09 | Conover-Pannone, Cheryl | High School | Preparation/ Review 2010 NJ Biology Performance Assessment | Robinsville, NJ | \$50.28 |
| 9/24/09 | Coticelli, Doreen | High School | APA Training | West Windsor, NJ | \$0.00 |
| 9/24/09 | DePasquale, Deborah | W.R. Satz School | APA Training | West Windsor, NJ | \$0.00 |
| 10/21/09 | Giacobbe, Elizabeth | Village School | Teaching the Holocaust | Washington, DC | \$0.00 |
| 10/29/09 | Griffith, Allison | Indian Hill School | Improving Social Skills for Students with Autism Spectrum Disorder | Eatontown, NJ | \$0.00 |
| 10/15/09 | Jasperse, Colleen | Indian Hill School | New Jersey Fall Workshop "Take Your Yearbook to the Next Level" | Edison, NJ | \$175.00 |
| 10/22/09 | Kohlbecker, Marilyn | High School | Anxiety Disorders in Students | Eatontown, NJ | \$0.00 |
| 4/22/10 | Kohlbecker, Marilyn | High School | Asperger Syndrome: Clinical Features | Eatontown, NJ | \$0.00 |
| 5/18/10 | Kohlbecker, Marilyn | High School | Math Strategies in General Ed Classroom | Eatontown, NJ | \$0.00 |
| 5/20/10 | Kohlbecker, Marilyn | High School | Recognizing Power Struggles and Redirecting Behavior (Grades 6-12) | Eatontown, NJ | \$0.00 |
| 11/17/09 | Kohlbecker, Marilyn | High School | Monmouth County Board of Education SRA Workshop | Neptune, NJ | \$0.00 |
| 10/6/09 & 10/07/09 | Lagoa, Joan | High School | AENJ Art Convention | Somerset, NJ | \$268.98 |
| 9/30/09 | Lavezzo, Jennifer | Indian Hill School | Wilson Training Certification | Tinton Falls, NJ | \$1,775.00 |

| | | | Program | | |
|----------|---------------------|-----------------------------|--|------------------|------------|
| 9/17/09 | Loughran William | Administrator - High School | H1N1 Preparedness Training Seminar | Monroe, NJ | \$0.00 |
| 9/24/09 | Marzigliano, Cheryl | Indian Hill School | APA Training | West Windsor, NJ | \$0.00 |
| 10/20/09 | McCracken, Jill | High School | Holocaust Commissions 9/11 & Terrorism Curriculum | Jersey City, NJ | \$0.00 |
| 12/3/09 | Radziwanowski, Ann | High School | Skill Streaming | Eatontown, NJ | \$0.00 |
| 11/17/09 | Radziwanowski, Ann | High School | Supporting Struggling Adolescent Readers | Eatontown, NJ | \$0.00 |
| 10/22/09 | Radziwanowski, Ann | High School | Anxiety Disorders in Students | Eatontown, NJ | \$0.00 |
| 5/20/10 | Radziwanowski, Ann | High School | Recognizing Power Struggles and Redirecting Behavior (Grades 6-12) | Eatontown, NJ | \$0.00 |
| 9/30/09 | Salimando, Donna | Indian Hill School | Wilson Training Certification Program | Tinton Falls, NJ | \$1,775.00 |
| 9/16/09 | Swensen, Eric | Administrator - High School | HSPA District Coordinator Training | Monroe, NJ | \$0.00 |
| 10/15/09 | Watts, Robin | Indian Hill School | New Jersey Fall Workshop "Take Your Yearbook to the Next Level" | Edison, NJ | \$0.00 |

MOTION: Ms. Hartnett SECOND: Mr. Burke VOTE: 9-0

(k) Establishment of Partial Position

Resolved: That the Board approve the establishment of an additional .2 Life Skills Teacher, at W. R. Satz School, retroactive to September 1, 2009 through June 30, 2010, for the 2009-10 school year.

MOTION: Ms. Hartnett SECOND: Mr. Burke VOTE: 9-0

(l) Amendment of Partial Position

Resolved: That the Board approve the amendment of a .2 English Teacher to a .3 English Teacher, at W. R. Satz School, retroactive to September 1, 2009 through June 30, 2010, for the 2009-10 school year.

MOTION: Ms. Hartnett SECOND: Mr. Burke VOTE: 9-0

8a. Report of the Superintendent

The Superintendent reported on the following current student enrollment - 3,294

| | | | |
|-------------------------|-----|------------------------|-------|
| Village School..... | 906 | W. R. Satz School..... | 548 |
| Indian Hill School..... | 775 | High School..... | 1,065 |

Highlights since our last board meeting:

- Village School had a very successful and smooth opening to their school despite the rain. Principal Giacobbe thanks the PSA volunteers who came out to assist our students in getting to their proper classroom, as well as, Cynthia Kuperman and the transportation department for all of their hard work! Also, there will be a full day technology seminar on Sept. 21st for the entire 3rd grade faculty on Learnia in order to assist with analyzing test scores and data.
- Principal Schillaci of Indian Hill School reports that their first days of school went very well. The students and staff have come back smiling, and we are thrilled to continue to have the support of our parents! Indian Hill's first Back to School Night was very successful; many 4th grade families turned out to visit the school. The Board of Education hosted a table where many families signed up for E-Alert. Teachers are still diligently preparing for the upcoming Back to School Nights.

Indian Hill's building/district goals were discussed at their first staff meeting, continuing to emphasize training and professional development in the areas of character education, differentiated instruction, and technology. Susan Alston provided the teachers with refresher training on Learnia at the first staff development day.

- Back to School Night at Satz School was a great success. Many families turned out for this event. Many thanks to all the volunteers for their help. Again many families signed up for the E-Alert program.
- An orientation program was held last week at Holmdel High School for the incoming freshman class, students new to the district, and all of their parents. Students and parents had an opportunity to meet with the administrative team at the high school, learn about programs offered during the day and after school. They listened to the expectations of students, asked questions pertaining to the transition to high school, and toured the building and classrooms. Student leaders were also on hand to greet everyone and to provide assistance during the open house. It was an informative and enjoyable evening for everyone, and a great way to kick off the new school year.

Coach Westrol reported the football team won their first game against Carteret 14-0 on September 11, 2009. This is Coach Papalia's first win as new head coach. On Thursday September 10th the athletic department hosted their annual "Meet the Coaches Night" for all Fall sports. Coach Westrol reviewed all the rules, policies, and scheduling for all 10 teams to a full house.

Bayonet Farm Arts & Music Festival:

A big thanks to Marianne Connelly and her students' on their performance on Sunday September 13, 2009, at the Bayonet Farms Arts & Music Festival. It was well received and much appreciated. It was evident that the students had put a lot of time and effort into their craft.

Community Day:

Just a quick reminder, Community Day will be held next Saturday, September 26th at the Cross Farms from 12pm – 5pm. We hope you will all attend.

8a-1 Report of Student Representatives to the Board

Both Student representatives reported out on student events.

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

MOTION: Show of Hands to Accept – All approved

8b. Personnel

(1) Appointment of Head Bus Driver

Resolved: That the Board approve the appointment of Patricia Hammond to the position of Head Bus Driver, retroactive to September 1, 2009 through June 30, 2010, at an additional salary of \$2.90 per hour, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

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

(2) Appointment of Schedule B Positions

Resolved: That the Board approve the appointment of David Kaiserman to the Schedule B position of Television Society Advisor, Holmdel High School, currently at a stipend of \$2,822, with stipend for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

Resolved: That the Board approve the appointment of Jennifer Plocinski to the Schedule B position of Technical Advisor, Fall Season, Indian Hill School, currently at a stipend of \$1,882, with stipend for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

Resolved: That the Board approve the appointment of Jennifer Plocinski to the Schedule B position of Technical Advisor, Spring Season, Indian Hill School, currently at a stipend of \$1,882, with stipend for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

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

(3) Appointment of Partial Position

Resolved: That the Board approve the appointment of John Harkness to the position of an additional .2 Life Skills Teacher, W. R. Satz School retroactive to September 1, 2009 through June 30, 2010, Step 9 BA + 30, at a salary of \$60,944.00 (prorated), with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA.[B]

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

(4) Approval of Extra Hours

Resolved: That the Board approve extra hours for Sue Caffrey and Jane Denton, Nurses, to accompany special education students for extra-curricular activities, for the 2009-2010 school year, on an as-needed basis, at a salary to be prorated, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

Resolved: That the Board approve extra hours for Eileen England, Katherine Skowronski and Barbara Morello, Nurse Assistants, to provide assistance to students for extra-curricular activities, for the 2009-2010 school year, on an as-needed basis, at a salary of \$36.04 per hour, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

Resolved: That the Board approve extra hours for Jeanne Acquaviva, Sharon Reyes, Christine Demarco, Beatrice Pagnotta, Eleana Goldheimer, Irene Nagy, Josephine Fanciullo and Debra Wiberg, Special Education Monitors, to provide assistance to students for extra-curricular activities, for the 2009-2010 school year, on an as-needed basis, at a salary of \$25.51 per hour, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

Resolved: That the Board approve extra hours for Anita Robbins and Nancy Ackerson, Lunchroom/Playground Aides, to provide assistance during the extra lunch period (45 minutes) which was added at the W.R. Satz School, at a prorated salary of \$11.36 per period (.75 of \$15.15/hr), for the 2009-2010 school year. [B]

Resolved: That the Board approve the appointment of Grace Grana, to the position of part time Special Education Monitor, Village School, retroactive to September 16, 2009 through June 30, 2010, one period a day, at a salary of \$19.13 per period, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

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

(5) Approval to Amend an Appointment

Resolved: That the Board amend and approve the appointment of Jennifer Rogers from an additional .2 English Teacher, W.R. Satz School, effective September 1, 2009 through June 30, 2010, Step 2 BA, at a salary of \$47,955 (prorated), to an additional .3 English Teacher, W.R. Satz School, effective September 1, 2009 through June 30, 2010, Step 2 BA, at a salary of \$47,955 (prorated), with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA.

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

(6) Approval of Volunteer

Resolved: That the Board approve Elise Luccarelli as a volunteer/graduate Assistant Field Hockey Coach, for the fall 2009 season.

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

(7) Approval of Appointment of Mentors

Resolved: The Board approves the appointment of the following teachers as mentors for a provisional staff member at the State recommended rate shown below (mentor fees paid by provisional teacher and if necessary are prorated).

| Mentor | Novice Payment | Novice Teacher |
|-----------------|----------------|------------------------|
| Jill McCracken | \$ 550.00 | Marie Kousoulis |
| Denise King | \$ 330.00 | Nicole Baldessari (.6) |
| James Gelpke | \$ 550.00 | David Gurney |
| Diane Wladich | \$ 200.00 | Shannon Lane |
| Dan Griesbach | \$ 330.00 | Salvatore Guastella |
| Maria Farinella | \$ 165.00 | Cristina Quaglia |
| Kevin McCarthy | \$ 550.00 | Maria Pasquale |
| Maria Farinella | \$ 275.00 | Vivian Rath (.5) |
| Alicia Killean | \$ 220.00 | Marianne Asaro |
| Mary Sullivan | \$ 110.00 | Christine Maco |
| Jill Edwards | \$ 330.00 | Maureen McMullen |

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

(8) Approval of Transfers

Resolved: That the Board approve the transfer of Charles Blair from custodian at W.R. Satz to custodian at Holmdel High School Monday-Friday shift retroactive to September 9, 2009.

Resolved: That the Board approve the transfer of Rachel Chojnacki from custodian at Holmdel High School to custodian at W.R. Satz Monday-Friday shift retroactive to September 9, 2009.

Resolved: That the Board approve the transfer of Steve Rogers from custodian at Holmdel High School to custodian at Village School – Tuesday-Saturday shift retroactive to September 9, 2009.

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

(9) Approval of Student Teacher/Field Experience/Observation/Practicum Hours/Internship

Resolved: That the Board approve Christine E. Lee for classroom observation and field experience every Thursday, effective September 10, 2009 through December 23, 2009 and effective January 25, 2010 through May 7, 2010 as a student teacher at Holmdel High School in the area of biology. The cooperating teacher will be Cheryl Pannone.

Resolved: That the Board approve Kara Douma for 125 practicum hours toward her Learning Disabilities-Teacher Consultant endorsement, effective September 10, 2009 to June 30, 2010, under the supervision of Doreen Coticelli, Learning Disabilities-Teacher Consultant.

Resolved: That the Board approve Michael Daly for student teaching, effective September 10, 2009 through December 9, 2009 at Holmdel High School in the area of biology. The cooperating teacher will be Jonathan Cole.

Resolved: That the Board approve Alina Simanovskaya for an internship, effective September 2009 through June 2010 at Indian Hill School in the area of school psychology. The cooperating teacher will be Denise Hughes.

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

(10) Appointment of Homebound Instructor

Resolved: That the Board approve Mary Schwartz to serve as homebound instructor, effective October 1, 2009 through June 2010, for the 2009-2010 academic year, at a salary of \$56 per hour, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA.

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

(11) Appointment of Day-To-Day Substitute Personnel (Part 1 - 3)

Resolved: That the Board approve the appointment of the following as day-to-day substitute special education monitors, effective September 17, 2009 through June 30, 2010 (Part 1). [B]

Barbara Daly
Christine DiModica
Maryann Folchetti
Gina Isaacs
Debra Rotelli

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

Resolved: That the Board approve the appointment of the following as day-to-day substitute teachers, effective September 17, 2009 through June 30, 2010 (Part 2). [B]

Christopher Arecchi
Dayna Bouton
Felix Gene Crimoli
Dina D'Ambrosi
Charlie Koch
Nelly Lee
Jenny Tang

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

Resolved: That the Board approve the appointment of the following as day-to-day substitute nurses, effective September 17, 2009 through June 30, 2010 (Part 3). [B]

Kerry Brody
Christine Hazel
Arlene DePinho

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

8c. Student Matters

(1) Approval of Student Placements

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

In-District Placements

| Meeting Date | Student ID | Services | Classification | Cost |
|--------------|------------|------------------|----------------|--------------|
| 5/21/2009 | 9968848632 | Home instruction | ED | \$56.00/hour |

Out-of-District Placements

| Meeting Date | Student ID | Services | Classification | Cost |
|--------------|------------|---------------------------|----------------|-------------|
| 6/4/2009 | 3737936836 | Teacher Assistant | MD | \$34,325.00 |
| 6/10/2009 | 2714296772 | ABA Therapy | AT | \$15,120.00 |
| 10/14/2008 | 8798261632 | Out-of-District placement | ED | \$46,389.60 |
| 2/6/2009 | 1718934998 | Out-of-District placement | ED | \$61,200.00 |

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

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

a. Approval of Budget Transfers – 2009/2010

Resolved: That the Board approve the 2009/2010 budget transfers as listed on attachment T-10-04.

MOTION: Mr. Burke SECOND: Ms. Hartnett VOTE: 9-0

b. Approval of Monthly Certification – July 31, 2009

Resolved That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of July 31, 2009 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. Burke SECOND: Ms. Hartnett VOTE: 9-0

c. Approval of Business Administrator/Board Secretary's Financial Report – July 31, 2009

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending July 31, 2009, is hereby approved and the Business Administrator/Board Secretary is instructed to file same.

MOTION: Mr. Burke SECOND: Ms. Hartnett VOTE: 9-0

d. Approval of Treasurer’s Financial Report – July 31, 2009

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending July 31, 2009, 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. Burke SECOND: Ms. Hartnett VOTE: 9-0

10. Old Business None

11. New Business

Results of Expulsion Hearing for Student #13501720

WHEREAS, an expulsion hearing for Student #13501720 was held on Wednesday, September 16, 2009; and

WHEREAS, testimony from two witnesses and a statement from Student #13501720 were considered by the Board of Education; and

WHEREAS, the Board of education determined that the Student #13501720 did violate school district rules and regulations and is subject to punishment for that conduct; and

WHEREAS, the Board of Education determined that the appropriate punishment for this violation is probation;

NOW, THEREFORE, BE IT RESOLVED that Student #13501720 shall be permitted to return to the Holmdel School District, effective Monday, September 21, 2009; and

BE IT FURTHER RESOLVED that Student #13501720 shall be placed on probation immediately through June, 2013 and said terms of probation shall be on file in the office of the Business Administrator/Board Secretary.

MOTION: Mr. Burke SECOND: Dr. Shelton VOTE: 9-0

12. Questions from the Public

Mr. Sokel thanked all the students who volunteered their time to support the arts festival over the weekend. He stated that he was disappointed with the lack of information available regarding the ARRA grant and how the district plans on using the funds. He feels this information should be posted on the website.

He also stated that he hopes the funding will not be used to plug operational gaps, but instead be used for the following:

- Address areas where the district is not in compliance,
- Purchase/acquire one time items that most impact the students/district,
- Look at pilot programs to further develop social skills which he believes is the largest gap in the district.

Mrs. Pruitt commented on the use of ARRA funds and stated that it should be used to address transition service needs (which was noted during the district’s self assessment).

Mr. Lipmann inquired if the Board would consider registering to allow teachers/faculty to prepare college letters of recommendation on line (electronically).

Mr. Mitchell questioned the district’s hiring practices and inquired if the two recent hires in the social studies department had the required qualifications to be eligible for the position.

Mr. Pascucci inquired what the starting salary was for a Step 1 BA teacher. He also asked questions regarding the ARRA funding and cautioned the Board to be careful not to start any pilot programs that will then need to be funded with local tax dollars when the grant funding ends.

13. Business Work Session

I. Committee Reports(s)

The following committee reports were given:

| | |
|-------------------------------|-------------------|
| Negotiations Committee | Mrs. Wetmore |
| Community Relations Committee | Ms. Garrity |
| Buildings & Grounds Committee | Mr. Collins |
| Special Services Committee | Mrs. Vander Woude |

Dr. Shelton commented on the data he analyzed regarding registered voters and how it impacted the April 2009 School Election (16% of the registered voters voted on the election).

Mrs. Wetmore commented on positive feedback she received from parents regarding the following:

- How clean the high school facility was for the start of school, and
- How pleased parents are that the agendas on the web included all the attachments and they felt so informed that they do not need to attend the Board meetings.

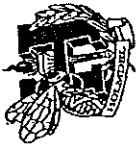
14. Executive Session (if required) N/A

15. Adjournment

By a unanimous voice vote the meeting adjourned at 9:24 p.m.

Respectfully submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary



HOLMDEL TOWNSHIP BOARD OF EDUCATION
Holmdel, NJ

TR: 7 10-04

TRANSFER REQUEST FORM

ORIGINATED BY Meryl Gill

DATE September 8, 2009

| FROM | | TO | |
|-------------------|---------------------|-------------------|------------------------------|
| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | ACCOUNT NUMBER | ACCOUNT DESCRIPTION |
| 11-000-100-566-00 | Tuition Private NJ | 11-219-100-320-01 | Pur Prof. Ed Spec. Homebound |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | TOTAL | |
| | \$6,000 | | \$6,000 |

REASON FOR TRANSFER: Per IEP mandate, ABA Home Therapy needs to be provided to out-of-district student

PRINCIPAL/ADMINISTRATOR: M Gill DATE: 9/8/09

SCHOOL: _____

APPROVED BY: _____ DATE: _____

Board
Interoffice



HOLMDEL TOWNSHIP BOARD OF EDUCATION
Holmdel, NJ

TR: T10-04

TRANSFER REQUEST FORM

ORIGINATED BY Liz Giacobbe

DATE 9/1/09

FROM

TO

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT | ACCOUNT NUMBER | ACCOUNT DESCRIPTION | AMOUNT |
|------------------------|---------------------|------------|----------------------|---------------------|------------|
| 11-190-100-890-00-01R1 | Print. Sched | \$1,000.00 | 11-190-100-610-01-01 | Gen Supplies | \$1,000.00 |
| TOTAL | | \$1,000.00 | TOTAL | | \$1,000 |

REASON FOR TRANSFER:

PRINCIPAL/ADMINISTRATOR: [Signature] DATE: 9/1/09

SCHOOL: _____

APPROVED BY: _____ DATE: _____

Board
Interoffice

| | |
|--|------------------------|
| <p>HOLMDEL TOWNSHIP BOARD OF EDUCATION Holmdel, New Jersey 07733</p> <p>POLICY</p> | <p>File Code: 3511</p> |
| <p style="text-align: center;">SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE AND ACCOUNTING</p> <p>The Holmdel Township Board of Education adopts this Policy concerning the assignment, use, tracking, maintenance, and accounting of school district vehicles in accordance with the provisions of N.J.A.C. 6A:23A-6.11 and 6A:23A-6.12.</p> <p>For the purposes of this Policy, a “school district vehicle” means a vehicle purchased, leased, leased-purchased, or acquired without cost by gift, donation, or other method by the school district regardless of funding source.</p> <p>School district vehicle assignment and use shall be in compliance with N.J.A.C. 6A:23A-6.12 and in accordance with OMB Circular 08-16-ADM or any superseding circulars. The Board of Education, upon the recommendation of the Superintendent of Schools, may authorize, at its discretion, by an affirmative vote of the Board’s full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business. The vehicles may be assigned either to individuals or to units within the school district for pool use according to classifications as outlined in N.J.A.C. 6A:23A-6.12(b). No individual assignment shall be made for the primary purpose of commuting. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board. <i>A school district vehicle shall only be used for business purposes. Incidental and reasonable personal use of a school vehicle is prohibited without the approval of the Superintendent.</i></p> <p>If a school district vehicle is misused, the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate. The Board shall establish and implement a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary in the event it is determined a staff member misused a school vehicle.</p> <p>The Board designates the Business Administrator as the school vehicle coordinator(s) for district vehicles. The school vehicle coordinator(s) shall maintain inventory control records pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)1., driving records of</p> | |

operators of school district vehicles pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)2., and the records of maintenance, repair and body work pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)3.

Source: Regular Board Meeting

Date: July 29, 2009

Legal References: N.J.A.C. 6A:23A-6.11; 6A:23A-6.12

Revised:

First Reading

HOLMDEL TOWNSHIP
BOARD OF EDUCATION
Holmdel, New Jersey 07733

File Code: 5141.4

Policy

CHILD ABUSE AND NEGLECT

The Holmdel Township Board of Education believes that a child's physical and mental well-being must be maintained as a prerequisite to achievement through the formal educational process. The Board, therefore, believes that it is important to identify and investigate suspected ***missing, abused or neglected children*** immediately. The school district will cooperate with the New Jersey Division of Youth and Family Services (DYFS) in identifying and reporting all such cases, whether institutional or non-institutional. The Superintendent/designee shall act as liaison between DYFS and the district. The liaison shall facilitate communication and cooperation between the district and DYFS, ***as well as law enforcement***, and act as primary contact between the schools, DYFS and ***law enforcement***.

The Board directs the Superintendent/designee to gather, maintain, secure and make available to DYFS the relevant confidential district records of any pupil alleged either by school personnel or DYFS to be the victim of abuse or neglect as defined by law. The Board also directs the Superintendent/designee to cooperate with DYFS in scheduling interviews with any employee, volunteer, ***intern*** or pupil who may have information relevant to an investigation of child abuse.

In order to increase school employees, 'volunteers' and ***interns***' awareness of the symptoms of child abuse and cause them to be better informed on all aspects of abuse and neglect, the Board directs the Superintendent to provide information and in-service training on the subject to all school employees, volunteers and ***interns***.

The Superintendent is, therefore, directed to develop procedures for compliance with statutory requirements that child abuse and neglect be reported. All procedures as well as this policy shall be reviewed by the county superintendent. Procedures shall:

- a. Impress on all staff members, volunteers and ***interns*** having contact with pupils of their responsibility to report directly and immediately to DYFS all cases of suspected abuse, abandonment, cruelty or neglect resulting in physical or mental injury, and the penalties for failing to do so. Point out that institutional abuse--abuse alleged to have taken place in the school or other institutional setting by paid school staff or a volunteer--must be reported on the same basis as non-institutional abuse. Information reported shall include the name, age, and grade of the child, as well as the name and address of the child's parents/guardians. The report shall also include a description of the child's condition, nature and extent of his/her possible injuries, ***abuse or maltreatment*** and any other information pertinent to the child abuse or identification of the suspected perpetrator;

- b. Provide for the delivery of information and in-service training to all school staff members, volunteers and ***interns*** concerning child abuse. This shall include instructional methods and personnel responsibilities;
- c. Provide for the delivery of information and in-service training to all new school district employees, both paid and voluntary, as part of their orientation;
- d. Require all school personnel, volunteers and ***interns*** to report ***a missing child, or*** suspected instances of child abuse ***or neglect*** to the building principal after reporting to DYFS, unless the reporting personnel believes that he/she may be endangering the welfare of the child or himself/herself or causing retaliation or discrimination against the child or himself/herself by such notice to the building principal;
- e. Require prompt action to secure treatment of such injuries as result from abuse so as to protect the health of the child;
- f. Provide DYFS investigators with the facility to interview alleged victims in the presence of the school principal, his/her designee, or any staff member with whom the child is comfortable.
- g. Provide for cooperation with DYFS in scheduling interviews with any school personnel, volunteers or ***interns*** who may have information relevant to the investigation;
- h. Allow DYFS to physically remove from school children who are involved in child abuse investigations or to transfer children between schools should such action be necessary for their health or protection, or to take the child to a service provider;
- i. Require that a report of each case of unexplained absence which might be a cause of child abuse be reported to DYFS as the law provides, and to other appropriate school staff;
- j. Require that appropriate school staff follow the progress of the child and maintain communication through the liaison with DYFS in order to ensure continuance of the appropriate educational program for the child;
- k. Release all pupil records of the child(ren) under investigation that are deemed relevant ***to the assessment or treatment of a potentially missing, abused or neglected child***; and maintain and secure all confidential information about child abuse cases, according to law;
- l. ***Superintendent of Schools or his/her designee to notify appropriate law enforcement authorities when a potential missing or abused child situation is detected.***
- m. Fulfill all other procedural requirements of the law.

The Board assures all school personnel, volunteers and ***interns*** that no one will be discharged from employment or discriminated against in any way as a result of making in good faith any reports of child abuse.

Due process rights will be provided to school personnel, volunteers or ***interns*** who have been reassigned or suspended as a result of an accusation of child abuse. Temporary reassignment or suspension of school personnel, volunteers or ***interns*** alleged to have committed an act of child abuse shall occur if there is reasonable cause to believe that the life or health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child.

All information regarding allegations of potential missing, abused or neglected

children reported to authorities about a district employee, volunteer or intern will be kept confidential and may be discussed only as required in order to cooperate in the investigation or by court order. All records will be maintained and secured in a location separate from other employee personnel files and accessible by the Superintendent of Schools or his/her designee. All references to a report of a ***potential missing, abused or neglected child situation*** against school personnel shall be removed from employee personnel records immediately following the receipt of an official notice from DYFS stating that such allegations were unfounded.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: March 8, 1995

Revised: January 14, 1998

Revised:

Legal References: N.J.S.A. 9:6-1 et seq;

See particularly: N.J.S.A. 9:6-3.1; -8.9 through -8.14; -8.21; -8.34 through -8.36; -8.40; -8.46; -8.56

N.J.S.A. 18A:6-10, -11, -13,-14, -18.1, -30, -30.1

N.J.S.A. 18A:25-1

N.J.S.A. 18A:25-6, -7

N.J.S.A. 18A:36-19

N.J.S.A. 18A:36-19a

N.J.S.A. 18A:36-24-26

N.J.S.A. 52:17B-9.8a et seq

N.J.A.C. 6A:16-1.4 et seq

N.J.A.C. 6A:16-11.1 et seq

N.J.A.C. 6A:32-7.1 et seq

N.J.A.C. 10:129

Possible Cross References:

*5113 Absences and excuses

*5125 Pupil records

*5141.1 Accidents

*5142 Pupil safety

*Indicates policy is included in the Critical Policy Reference Manual.

POLICY

LIFE-THREATENING ALLERGIES

The purpose of this policy and following regulation is to minimize the risk of exposure of students with severe allergies to potentially life-threatening allergens without depriving the student with severe allergies of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

The Holmdel Township Board of Education supports the American Academy of Allergy, Asthma and Immunology, other nationally and internationally recognized medical academies and associations. The Holmdel Township Board of Education's medical examiner requires that the district develop a system to identify children with life-threatening allergies and be prepared to deal with occurring life-threatening reactions, in spite of precautions taken as provided for in the regulation. The Holmdel Township Board of Education further believes that staff members who have contact with the child be instructed as to the potentially severe, life-threatening nature and proper treatment of the specific allergic condition. An allergy action plan shall be developed with the child's name, photograph, specific allergy, warning signs of reactions and emergency treatments. The board of education further understands that first aid protocols, recommended by the New Jersey State Department of Education and New Jersey State Department of Health and Senior Services for life-threatening allergic reactions, state that the student's family physician should provide written directions, medical orders and/or medical protocols (Allergy Action Plan) for children with life-threatening allergies.

The Holmdel Township Board of Education acknowledges that it is difficult, if not impossible, to completely avoid all allergy causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Holmdel Township Board of Education does not support a ban on any particular allergen. School employees should cooperate to form a safety net around those children at risk for a life-threatening allergic condition. The following regulation has been promulgated to provide that safety net in an effort minimize the risk of exposure of students with severe allergies to potentially life-threatening allergens.

Source: Regular Board Meeting

Date:



Policy

Emergency Closing/Delayed Opening for Instructional and Support Staff

1. Introduction

At times, emergencies (such as severe weather, fires, power failures, hurricanes, etc.) can disrupt school operations. In extreme cases, these circumstances may require the closing, or delayed opening, of a facility. In the event that such an emergency occurs, information will be displayed on the district's website, via the E-Alert mailing list and automated attendant system. In addition, local radio and television stations will be asked to broadcast notification of the closing or delayed opening.

2. School Closings/Delayed Openings

Employees may obtain broadcast information regarding the district's status on the following radio and television stations, the district's auto attendant hotline phone numbers, as well as by joining E-Alert mailing list:

Radio:

WJLK/WADB Asbury Park 1310 AM 94.3FM

WBUD Trenton 1260 AM 101.5 FM

WPST Princeton 1350 AM 97.5 FM

TV:

News 12 – NJ

Auto Attendant Hotline Telephone Numbers:

High School directly at 732-946-1832 and select option #7.

W.R. Satz School directly at 732-946-1808

Indian Hill School at 732-946-1045

Village at 732-946-1820 and Select Option #6.

E-Alert Mailing List

In order to subscribe to E-Alert, employees must register their email address with E-Alert via the district's website and select "Special Alerts." A message will display on the

website, confirming your subscription to E-Alert.

3. Notification

The automated dialer system will also notify employees as soon as possible. If permitted, the officials will make every effort to notify employees at least two (2) hours prior to their regularly scheduled start time.

4. Emergency Situation/Inclement Weather

If an emergency situation (such as severe weather, hurricanes, etc.) is evident, or if a delayed opening was previously implemented for the day in question, employees are required to confirm delayed openings or school closings on the district's website at www.holmdelschools.org and/or call the Auto Attendant Hotline prior to reporting to work. Employees may also join the E-Alert mailing list, as detailed above, to obtain closing information via email. Please note that E-alert is to be utilized as a convenient resource for employees. It is not to be relied upon as a primary resource for school closing/delayed opening information.

Employees may utilize the following Auto Attendant Hotline telephone numbers:

High School directly at 732-946-1832 and select option #7.

W.R. Satz School directly at 732-946-1808

Indian Hill School at 732-946-1045

Village at 732-946-1820 and Select Option #6.

5. Failure to Report to Work

In accordance with union contracts, when the facilities are officially closed due to emergency conditions, the time off from scheduled work will be paid and will not require the use of a Personal Day for the time off. In the event that the approved number of snow days have been exhausted, arrangements will be made to make up the day(s) on a mutually agreed upon date. If an employee arrives late for a delayed opening, personal time may be utilized for the scheduled work time missed. Use of personal time is at the discretion of the Principal or designated Administrator.

In cases where an emergency closing is not declared, employees must use a Personal Day for any absence. Employees must contact their designated supervisor for approval prior to the absence being considered an excused Personal Day with pay. If a Personal Day is not available, the employee may be granted an excused Personal Day without pay. Employees must contact their designated supervisor for approval prior to the absence being considered an excused absence without pay.

Source: Regular Board Meeting

Date:

**HOLMDEL BOARD OF EDUCATION
HOLMDEL, NEW JERSEY
REQUEST FOR TRAVEL AUTHORIZATION/PROFESSIONAL LEAVE**
(This form to be submitted at least sixty (60) days in advance of the effective date of departure.)

(Name of individual to be authorized to incur reimbursable expense) _____ Position _____ School/Program _____
Name of Workshop: _____
Location (City, State, Zip Code): _____
(Note: A copy of program and/or agenda must be included as back-up material explaining the purpose of this request.)

Departure Date: _____ Return Date: _____
I intend to implement the strategies from this workshop for the benefit of my students in the following way:

NOTE: A written report of the attended conference event must be presented to the Principal or immediate supervisor, with a copy to be provided to Central Office, within 10 working days in order to accrue Professional Development hours. Please refer to Board policy for details.

Professional Development Hours Anticipated: _____
Number of days absent: _____ Substitute needed: _____ Yes _____ No
I will _____, I will not _____ advise sub caller of my absence

Estimated charges: *(Staff are expected to exercise the same care in incurring expenses that they would if traveling at their own expense)*

| | |
|---|----------|
| Hotel | \$ _____ |
| Transportation: (including mileage, check one) | |
| Vehicular <input type="checkbox"/> Airplane <input type="checkbox"/> Train <input type="checkbox"/> | \$ _____ |
| Misc. (Please explain item and amount) | \$ _____ |
| Meals | \$ _____ |
| Sub Total | \$ _____ |
| Registration fee | \$ _____ |
| Grand Total | \$ _____ |

(Lodging and meal rate must meet the requirements listed on www.gsa.gov/perdiem.)

| ACCOUNT NUMBER | | | | |
|----------------|------------------|-------------------|-----------------|-------------------------------|
| FUND (XX) | PROGRAM (XXX) | FUNCTION (XXX) | OBJECT (XXX) | DISTRICT XX - XX - XX - XX |
| | | | | |

If no expense to District, indicate source of funds
Will employee receive an honorarium? No Yes Amount: \$ _____

Date: _____ Signature of individual requesting authorization _____

| | | |
|--------------------------------------|------------|---|
| Approved <input type="checkbox"/> | _____ | _____ |
| Disapproved <input type="checkbox"/> | Date _____ | Immediate Supervisor, Director, Principal |
| Approved <input type="checkbox"/> | _____ | _____ |
| Disapproved <input type="checkbox"/> | Date _____ | Assistant Superintendent |
| Approved <input type="checkbox"/> | _____ | _____ |
| Disapproved <input type="checkbox"/> | Date _____ | School Business Administrator |
| Approved <input type="checkbox"/> | _____ | _____ |
| Disapproved <input type="checkbox"/> | Date _____ | Superintendent |