

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

1. Call To Order

The Board of Education, Township of Holmdel, met in Work Session/Business Meeting on Wednesday, November 12, 2008, in the library of the 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 Ms. Mary Hartnett, Vice President of the Board.

2. Open Public Meetings Act

In accordance with Chapter 231, P.L. 1975, adequate notice of this Work Session/Business Meeting was given on May 19, 2008 by posting written notice thereof prominently on the bulletin board in the Office of the Board of Education, 4 Crawfords Corner Road, Holmdel, New Jersey, the district website, and sent to the four district schools. At the same time, notice of said Work Session/Business Meeting was communicated to the *Asbury Park Press* and the *Middletown Independent*, PLG, PSG, PSO, PTSO, SAB presidents, the student representatives to the Board, Holmdel Police Headquarters and the Clerk of the Township of Holmdel.

3a. Roll Call and Flag Salute

The following Board members were present: Mesdames Garrity, Hartnett, Vander Woude, and Wetmore and Messrs. Burke, Luccarelli (arrived at 8:12 p.m.), Collins and Shelton. Absent: Dr. Tai. Also present were Mrs. Barbara Duncan, Superintendent, Mr. Michael Petrizzo, Business Administrator/Board Secretary, Ms. Mary Beth Currie, Assistant Superintendent for Curriculum and Instruction and Mr. Martin Barger, Board Attorney. Spencer Tirella and Nikhita Prasanna, 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)

Comprehensive Annual Financial Report for the Fiscal Year ending June 30, 2008 – R. Allison

QSAC Governance – K. Winecoff, NJSBA

- Presentation on Board Roles and Responsibilities and Ethics Workshop. Please see attached Memorandum regarding details and discussion of the presentation.

Testing Results – M. Currie

QAAR – Three Year Maintenance Plan – B. Balicki

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

5. Approval of Minutes - None
- 6 a. Questions from the Public (Agenda Items) – None
- 6b. Committee Report(s) – Will be given during the Business Work Session
7. Committee of the Whole

(a) Approval of Quality Assurance Annual Report

Resolved: That the Board approve the 2008 Quality Assurance Annual Report (QAAR), which includes the annual school objectives as required by the NJAC 6A: 8-4.4 3.1 and 3.2, as on file in the Office of the Superintendent of Schools.

MOTION: Mr. Collins SECOND: Ms. Garrity VOTE: 7-0
Absent: Dr. Tai and Ms. Hartnett

(b) Approval of Adoption of Curriculum Guides

Resolved: That the Board approve the adoption of the following curriculum guides: [B]

- Chinese 4
- French II
- Spanish, Grade 1
- Spanish, Grade 2

MOTION: Mr. Collins SECOND: Ms. Garrity VOTE: 7-0

(c) Approval of Adoption of New Course

Resolved: That the Board approve the adoption of the following new course for the fall of 2009-2010: [B]

Course:	Honors Latin Seminar: Catullus, Horace and Ovid
Grade Level:	High School
Projected Date:	Fall 2009-2010

MOTION: Mr. Collins SECOND: Ms. Garrity VOTE: 7-0

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

(d) Adoption of Policies – First Reading

Resolved: That the Board adopt the following policy and regulation and hereby designate this as their first public reading, as per attachment #2:

TABLED

Policy 3282 Corporate Sponsorships/Advertisements
 Regulation 3282 Corporate Sponsorships/Advertisements

MOTION: Ms. Garrity SECOND: Mr. Burke VOTE: No Vote

Discussion: regarding one of the proposed steps in the regulation, Mr. Collins asked Mr. Barger if e-mail approval is acceptable and not in violation of the Sunshine Laws. Mr. Barger confirmed that it is acceptable as long as there is no discussion amongst the full board.

Dr. Shelton made a motion seconded by Mr. Collins to table the resolution. The Following Roll call vote was taken:

AYES: Ms. Garrity, Mrs. Wetmore, Mrs. Vander Woude, Mr. Collins and Dr. Shelton
 NAYS: Mr. Luccarelli, Ms. Hartnett and Mr. Burke
 ABSENT: Dr. Tai

(e) Approval of Transfer of Funds

Resolved: That the Board approve the transfer of \$20,000 into the Holmdel High School Athletic Fund (PO 09-0043 - checking account #2040261118929) to begin funding of winter sports (officials, entry fees, athletic workers, etc.). [T]

MOTION: Mr. Collins SECOND: Ms. Garrity VOTE: 7-0
 Absent: Dr. Tai and Ms. Hartnett

(f) Approval of Out-of-District Travel

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
12/5/08	Frost, Nikki	Indian Hill School	Rutgers Technology in Education Conference	Jersey City, NJ	\$230.56

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

5/27/09	Gargano, Angela	Village School	Positive Behavioral Supports: Inclusive Programming for Students with Autism Spectrum Disorders	Eatontown, NJ	\$0.00
12/1/08	Loughran, Bill	High School	NJSIAA Award of Honor Luncheon	Edison, NJ	\$50.00
12/19/08	Melillo, Denise	High School	One Size Does Not Fit All: Developing Strategies to Address Learning and Behavior Problems in Students in High School	TBA	\$0.00
12/1/08	Westrol, Randy	High School	NJSIAA Award of Honor Luncheon	Edison, NJ	\$50.00
2/10/09	Bellis, Marilyn	Indian Hill School	Writing Workshop: Grades 3-5	Newark, NJ	\$230.78
11/14/08	Bruce, James	W.R. Satz School	Structuring the Classroom: Utilizing Functional Behavior Assessment to Minimize Off-Task Behavior in Middle & High Schools	Tinton Falls, NJ	\$0.00
11/17/08	Clark, Amy	High School	Brighton Assisted Living to tour facility where students will be job sampling	Middletown, NJ	\$0.00
12/5/08	Constantarakos, Voula	Village School	Behavioral Analysis and Language	Cherry Hill, NJ	\$0.00
12/1/08	Currie, Mary Beth	Administrator - District	NJ School Boards Employment Practices (Train the Trainer)	Oakhurst, NJ	\$29.80
11/14/08	Magnotti, Melissa	W.R. Satz School	Structuring the Classroom: Utilizing Functional Behavior Assessment to Minimize Off-Task Behavior in Middle & High Schools	Tinton Falls, NJ	\$0.00
5/27/09	Radziwanowski, Ann	High School	Positive Behavioral Supports: Inclusive Programming for Students with Autism Spectrum Disorders	Eatontown, NJ	\$0.00

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

11/14/08	Saponaro, Donato	Indian Hill School	Replacing Shana Wright for this 3rd section of QSAC Curriculum Series workshop previously approved at the September 10, 2008 Board Meeting	Monroe, NJ	\$9.99
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MOTION: Mr. Collins SECOND: Ms. Garrity VOTE: 7-0
 Absent: Dr. Tai and Ms. Hartnett

(g) Approval of Student Trips

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 the Majestic Theatre, New York City, for the Creative Arts students to see *Phantom of the Opera* on January 14, 2009, at no cost to the Board of Education. Students will cover expenses.

Resolved: That the Board approve a trip to the Majestic Theatre, New York City, for the Creative Arts students to see *Phantom of the Opera* on March 25, 2009, at no cost to the Board of Education. Students will cover expenses.

Resolved: That the Board approve a trip to the Majestic Theatre, New York City, for the Creative Arts students to see *Phantom of the Opera* on May 27, 2009, at no cost to the Board of Education. Students will cover expenses.

Resolved: That the Board approve a trip to the Repertorio Espanol, New York, for the AP Spanish Class to see *El Quijote* on November 25, 2008, at no cost to the Board of Education. Students will cover expenses. [B]

MOTION: Mr. Collins SECOND: Ms. Garrity VOTE: 7-0
 Absent: Dr. Tai and Ms. Hartnett

8. a. Report of the Superintendent

The Superintendent reported on the following Student enrollment – 3,350

Village School..... 906	Wm. R. Satz School..... 552
Indian Hill School.....797	High School.....1,095

Highlights since our last board meeting:

- This past Saturday, soldiers from Alpha Company (Holmdel's adopted unit) were honored at a community social. Mr. Roger Benedict and his TV Production students made a DVD of the flag raising ceremony that took place in April and Mrs. Vander Woude presented this DVD to Lieutenant Commander Frederic Drummond. He was so moved by the clip that he has ordered that a copy be provided to each member of Alpha

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

Company. It will also be incorporated in a transition package for other troops to serve as a morale boost by underscoring the importance of community involvement. He will also present a copy to Army Gen. David Petraeus, who previously served as the top U.S. commander in Iraq and now serves as Chief of U.S. Central Command.

- I hope you had the opportunity to see our Halloween parades. The costumes were so creative and a wonderful time was had by all – students, staff and parents.
- The fourth graders recently took their first field trip this year to Huber Woods. The staff and students had a great time engaging in all the activities the day had to offer.
- The student council candidates at Indian Hill did a fantastic job with their speeches for office – very professional. Congratulations to the new student council officers.
- World Language teacher Jacqueline Peters recently conducted two presentations at the NJEA convention: Uses of New Technology to Enhance Teaching in the World Language Classroom and the Thematic Unit: Le Chambon: Où on a fait du bon. Translation: “Le Chambon - a small town in France – where good was done.” The “good” means saving approximately 5000 Jewish lives during the Holocaust.
- Please mark your calendars for December 1, 2008 when the High School Humanities Department will hold A Holiday Book Fair fund raiser at Barnes & Noble in Holmdel from 9:00 a.m. to 10:00 p.m. With the exception of gift cards, every item in the store, including the café and magazines, will count towards our total. Everyone is invited!
- The Girls’ Field Hockey Team won the NJSIAA North II – Group III Sectional Championship on November 8, by defeating Voorhees 2-0. The girls played in the Semifinal Group III Championship on Wednesday, November 12. They played Wayne Hills at Watchung Elementary School in Montclair. Since they won Wednesday, they will play for the Group III State Championship on Sunday, November 16.

Activities towards meeting district goals:

Differentiated Instruction:

- Indian Hill has started to set up schedules for staff and students to go to the reading room for training in how to use various literacy materials to differentiate instruction. At present, this is being done on a voluntary basis with the plan to turnkey this information to other staff members. The response so far has been very good with the staff, and they look forward to continuing this initiative.

Character Education

- With respect to the character education initiative, the fourth and fifth grade teachers are continuing with the morning meeting practice with their students.

Technology

- Skills Tutor and Learnia technology training took place at Indian Hill and both programs are being put into practice.

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

a-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

Absent: Dr. Tai

b. Personnel

(1) Recognition of Services and Acceptance of Resignation

WHEREAS: Mrs. Shana Wright has served the Holmdel Township Public Schools with distinction as the Assistant Principal of the W.R. Satz School since August 1, 2005; and,

WHEREAS: Mrs. Wright performed in an exemplary manner in all matters related to her position; and,

WHEREAS: Mrs. Wright has inspired teachers and administrators with her collaborative style, her expertise and her commitment to excellence; and,

WHEREAS: Mrs. Wright has submitted a letter announcing her resignation from the Holmdel Township Public Schools effective January 4, 2009; and,

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education would like to thank Mrs. Wright for her dedication, loyalty and outstanding services performed and further extend to Mrs. Wright best wishes for a happy and healthy future in her new position.

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

(2) Appointment of Schedule B Positions

Resolved: That the Board approve the appointment of Amanda Colannino to the Schedule B position of Music Director/Production, W.R. Satz School, at a stipend of \$3,293. [B]

Resolved: That the Board approve the appointment of Cristine Quaglia to the Schedule B position of Cheerleading Coach – Winter Season, W.R. Satz School, at a stipend of \$2,353. [B]

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

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

(3) Approval of Volunteers

Resolved: That the Board approve Erica Rath as a Volunteer Girl's Basketball Assistant Coach, Holmdel High School, for the 2008-2009 school year.

Resolved: That the Board approve James Ilvento as a Volunteer Wrestling Assistant Coach, Holmdel High School, for the 2008-2009 school year.

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

(4) Acceptance of Resignations

Resolved: That the Board accept with regret, the resignation of Rose Dobler, Lunchroom/ Playground Aide, Indian Hill School, retroactive to October 27, 2008.

Resolved: That the Board accept with regret, the resignation of Dana Morton, Music Director/Production Schedule B position, Indian Hill School, effective immediately.

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

(5) Acceptance of Retirement

WHEREAS: Mr. Anthony Asaro has served the Holmdel Township Public Schools with distinction as a Science Teacher, at W.R. Satz School and Holmdel High School, since September 1976; and,

WHEREAS: Mr. Asaro has consistently provided a multitude of appropriately designed activities that encourage the enrichment and maximize the educational opportunities for each student; and,

WHEREAS: Mr. Asaro has consistently met the needs and interests of his students; and,

WHEREAS: Mr. Asaro has been a distinguished member of the Holmdel School District and has earned the respect and admiration of his colleagues, his students and the Holmdel community; and,

WHEREAS: Mr. Asaro has submitted a letter announcing his retirement from the Holmdel Township Public Schools effective January 1, 2009; and,

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education accepts Mr. Asaro's retirement with regret and deep gratitude for his dedication, loyalty, and outstanding services performed, and further extends to Mr. Asaro its best wishes for a happy and healthy retirement.

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

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

(6) Appointment of Day-To-Day Substitute Personnel

Resolved: That the Board approve the appointment of the following as day-to-day substitute teachers, effective November 13, 2008, for the 2008-09 school year, pending the criminal history review of the State of NJ: [B]

- Alcuri, Veronica
- Johnson, Maryann
- Mecchi, Shana
- Westerweller, Elizabeth

Resolved: That the Board approve the appointment of the following as a day-to-day substitute lunchroom/playground aide, effective November 13, 2008, for the 2008-09 school year, pending the criminal history review of the State of NJ: [B]

- Sportelli, Claudine

Resolved: That the Board approve the appointment of the following as a day-to-day clerical substitute, effective November 13, 2008, for the 2008-09 school year, pending the criminal history review of the State of NJ: [B]

- Zarate, Chris

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

c. Student Matters

(1) Approval of Student Placement

Resolved: That the Board approve the placement for the following student: 9900060, as per attachment #1.

MOTION: Ms. Garrity SECOND: Ms. Hartnett VOTE: 8-0
Absent: Dr. Tai

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

a. Approval of Three (3) Year Comprehensive Maintenance Plan

Resolved: That the Board approve the following resolution:

Whereas, the Department of Education requires New Jersey School Districts to have three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities; and,

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Holmdel Township Board of Education are consistent with these requirements; and,

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

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

Now Therefore Be it Resolved, that the Holmdel Township Board of Education hereby authorizes the Business Administrator/Board Secretary to submit the attached Three-Year Comprehensive Maintenance Plan for the Holmdel Township Board of Education in compliance with Department of Education requirements. Said plan is on file for public inspection in the Office of the Business Administrator/Board Secretary. Attachment 9-a.

MOTION: Ms. Garrity SECOND: Mr. Burke VOTE: 8-0
Absent: Dr. Tai

b. Approval of Application for Use of School Facilities Holmdel Soccer Club

Resolved: That the Board approve Application for Use of School Facilities by Holmdel Soccer Club (pending availability) as follows:

Holmdel Soccer Club 30 Galloping Hill Circle Holmdel, NJ 07733	Any School Available	Weeknights	1-2-09 3-30-09	Gyms	4.5 Hours per Week	\$3,366.00
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Additional fees and overtime costs will be charged in accordance with the Revised Policy/Regulation #1330 and fully reimbursed by the applicant.

MOTION: Ms. Garrity SECOND: Mr. Burke VOTE: 8-0
Absent: Dr. Tai

c. Approval of Monthly Certification

Resolved That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of September 30, 2008 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: Ms. Garrity SECOND: Mr. Burke VOTE: 8-0
Absent: Dr. Tai

d. Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending September 30, 2008, is hereby approved and the Business Administrator/Board Secretary is instructed to file same.

MOTION: Ms. Garrity SECOND: Mr. Burke VOTE: 8-0
Absent: Dr. Tai

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

e. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending September 30, 2008 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: Ms. Garrity SECOND: Mr. Burke VOTE: 8-0
Absent: Dr. Tai

f. Approval of Budget Transfers – 2008/2009

Resolved: That the Board approve the 2008/2009 budget transfers as listed on attachment T-09-09.

MOTION: Ms. Garrity SECOND: Mr. Burke VOTE: 8-0
Absent: Dr. Tai

10. Old Business

Mrs. Vander Woude provided an updated on all the events/activities held for “Alpha Company” over the past weekend.

11. New Business

Mrs. Wetmore presented a plaque to Mrs. Duncan from “Alpha Company” thanking the Board of Education for all of their support.

Mrs. Vander Woude reminded the Board of the Holiday Feast at Wm. R. Satz School.

Dr. Shelton commented on the workshops he attended during the October School Boards Convention.

Mrs. Wetmore commented on the workshops she attended during the October School Boards Convention.

12. Questions from the Public – None

13. Business Work Session

I. Committee Report(s)

The following committee reports were given:

Buildings & Grounds Committee Meeting
Budget & Finance Committee Meeting

Mrs. Wetmore
Ms. Garrity

WORK SESSION/BUSINESS MEETING NOVEMBER 12, 2008

14. Executive Session (if Required)

President Luccarelli called for an Executive Session at 10:33 p.m., to discuss matters involving personnel. Anticipating no further public action he stated that the Board would adjourn from Executive Session.

15. Adjournment

By a unanimous voice vote the meeting adjourned at 10:34 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael R. Petrizzo", written in a cursive style.

Michael R. Petrizzo
Business Administrator/Board Secretary