

## WORK SESSION/BUSINESS MEETING JUNE 10, 2009

### 1. Call to Order

#### 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, Liu, and Wetmore and Messrs: Tai, Collins and Shelton. Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude. Also present were Mrs. Barbara Duncan, Superintendent, Ms. Mary Beth Currie, Assistant Superintendent for Curriculum and Instruction, Mr. Peter Mikos, Assistant Business Administrator/Assistant Board Secretary and Mr. Martin Barger, Board Attorney. Nikhita Prasanna and Niriksha Kannan student representatives to the Board were present. Absent: Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary.

#### 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.

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

4. Presentation (s)

Student Recognition – Village School and Indian Hill School

District Goal: Character Education – Mr. Swensen, Mr. Saponaro and Ms. Giacobbe.

5a. Approval of Minutes – Closed Executive Session Meeting – May 13, 2009

Resolved: That the Board approve the minutes of the following meeting:

Closed Executive Session Meeting – May 13, 2009

MOTION: Ms. Garrity SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

5b. Approval of Minutes – Regular Business Meeting – May 27, 2009

Resolved: That the Board approve the minutes of the following meeting:

Regular Business Meeting – May 27, 2009

MOTION: Ms. Garrity SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

6a. Questions from the Public (Agenda Items)

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

7. Committee of the Whole

(a) Approval to Participate in the County Wide Regional All Inclusive Shelter System

Resolved: That the Board approve district participation in the County Wide Regional All Inclusive Shelter System that is currently being developed by the Monmouth Office of Emergency Management and supports the initial stages of this program, which include conducting a survey of the high school building, outlining potential improvement actions, reviewing any previously completed engineering reports and the submission of the Federal grant application and supporting documents in an effort to secure funding for the proposed actions.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

(b) Approval of Agreement to Provide Field Experiences for Speech Students

Resolved: That the Board approve the agreement between the Holmdel Board of Education and Seton Hall University School of Health and Medical Sciences to participate in a Clinical Education Program, whereas both parties desire to maintain and improve their existing standards of health care delivery and education, thereby providing field experience for Seton Hall speech students, at no cost to the Board.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(c) Approval of Student Trip

Educational objectives, itinerary, rules and regulations regarding these trips are on file in the Office of the Superintendent of Schools and the appropriate Principal's Office.

Resolved: That the Board approve a trip for the Girls Volleyball Team to attend Volleyball Camp at Penn State University, University Park, PA from July 8 through July 11, 2009, in accordance with the information on file in the Office of the Superintendent and at no cost to the Board of Education. Expenses to be paid out of Volleyball Activity Account.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(d) Approval of Transfer of Funds

Resolved: That the Board approve the transfer of \$6,160 for the Holmdel High School Athletic Fund (PO 09-3139 Checking Account #2040361118929) to complete funding of spring sports (officials, workers, etc.). [T]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(e) Adoption of Policy– Second Reading

Resolved: That the Board adopt Policy 5141.21 – Administering Medication and hereby designate this as the second and final public reading, as per attachment #2.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

(f) Approval of Revision to Job Descriptions

Resolved: That the Board approve the revision to the job description for Maintenance Personnel, as per attachment #3.

Resolved: That the Board approve the revision to the job description for Grounds Personnel, as per attachment #3.

Resolved: That the Board approve the revision to the job description for Academic Supervisor, as per attachment #3.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(g) Adoption of Revised 2009-2010 Religious Holidays Permitting Pupil Absence from School

Resolved: That the Board adopt the State Board of Education's revised 2009-2010 school year religious holiday calendar permitting pupil absences from school, as per attachment #4.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(h) 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**

<b>Date</b>	<b>Name</b>	<b>Location</b>	<b>Workshop</b>	<b>City/State</b>	<b>Cost/ Mileage</b>
6/12/09	Bals, Kevin	Administrator - High School	24th Annual Educational Policy & School Law Seminar	Lincroft, NJ	\$0.00
7/19/2009 to 7/22/09	Rothausser, John	W.R. Satz School	NSDC 2009 Summer Conference	Boston, MA	\$1,491.06
6/4/09	Saponaro, Donato	Administrator - Indian Hill School	DSACS MTG (Training)	Piscataway, NJ	\$0.00

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

7/14/09 & 7/15/09	Westrol, Randy	Administrator - High School	Improving Through An Effective Observation/Ev aluation (Part of Administrators Retreat)	Parlin, NJ	\$0.00
----------------------	----------------	--------------------------------	--	------------	--------

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

8a. Report of the Superintendent

The Superintendent reported on the following current student enrollment - 3,371

Village School.....929	Indian Hill School..... 794
W. R. Satz School.....551	High School.....1,097

**Highlights since our last board meeting:**

- A Special Education student attending Indian Hill School as a sixth grader was invited, along with his teacher, Elizabeth Kenny-Foggin and his parents, to participate in a statewide inclusion conference held on May 31, 2009 in Jersey City regarding Assistive Technology and how it has supported him in his general education classrooms. He provided the group with a PowerPoint presentation regarding the assistive technology he has been using. He impressed the entire audience with not only his knowledge and familiarity of the assistive technology he uses, but also with his ability to answer questions that were presented to him.

Word of his performance reached Dr. Roberta Wohle, in charge of New Jersey's Office of Special Education Programs. She has invited him to repeat his presentation at the State's Special Education Advisory Council Conference, which will be held on June 11, 2009. He, accompanied by his teacher and his parents, will receive a plaque acknowledging his participation in this conference. Obviously, everyone is proud of him and the amazing progress he has made at Indian Hill.

- Susan Alston reports that the district will receive \$827.00 from the Barnes & Noble bookfair fundraiser. Sales that day totaled \$5,514.75.
- The Congressional Award presentation was held on Sunday, June 7 at the Holmdel Senior Center. Board Vice President Barbara Garrity had the honor of introducing U.S. Representative Rush Holt who presented Congressional Medals to area students. Nine of the 14 medals presented were to Holmdel students. The Congressional Award Program challenges students in voluntary public service, personal development, physical fitness, and expedition/exploration. The recipients must achieve a minimum of 200 hours over 7 months to obtain a bronze medal; 400 hours over 12 months to obtain a silver medal, and 800 hours over 24 months to obtain a gold medal.

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

- I received a very nice letter from the Superintendent of the Linden Public Schools praising seventeen of our students who participated in the Linden Public Schools “China Night” on May 29<sup>th</sup>. Our students gave their own time to partner with the Linden students to put on a program celebrating the Chinese language and culture. It was a wonderful program that was covered by the local media and performed to a packed auditorium.

8a-1 Report of Student Representatives to the Board

Both student representatives reported out on student events and the adoption of the Student Advisory Board constitution.

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: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

8b. Personnel

(1) Appointment of Non-Tenured Staff

Resolved: That the Board approve the appointment of non-tenured staff for the 2009-2010 school year, as listed on attachment #5. [B]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(2) Appointment of Personnel – Certificated Staff

Resolved: That the Board approve the appointment of Lori Vona to the position of Guidance Counselor, Holmdel High School, effective September 1, 2009 through June 30, 2010, Step 4 MA, currently at a salary of \$57,355, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA, pending the criminal history review of the State of NJ. [B – W. Kowalczyk - retired.]

Resolved: That the Board approve the appointment of David Gurney to the position of Social Studies Teacher, Holmdel High School, effective September 1, 2009 through June 30, 2010, Step 1 MA, currently at a salary of \$55,855, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA, pending the criminal history review of the State of NJ. [B – D. Bryer – retired.]

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

Resolved: That the Board approve the appointment of Marie Kousoulis to the position of Social Studies Teacher, Holmdel High School, effective September 1, 2009 through June 30, 2010, Step 1 MA, currently at a salary of \$55,855, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA, pending the criminal history review of the State of NJ. [B – P. Bryer – retired.]

Resolved: That the Board approve the appointment of Susan Alston to the 12-month position of Supervisor of Humanities K-12, effective July 1, 2009 through June 30, 2010, at a salary of \$109,032. [B – from 10-month position]

Resolved: That the Board approve the appointment of Randy Westrol to the 12-month position of Supervisor Athletics/Physical Education K-12, effective July 1, 2009 through June 30, 2010, at a salary of \$134,034. [B – from 10-month position]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(3) Appointment of Summer Academic Enrichment Program Staff

Resolved: That the Board approve the appointment of the following personnel as teachers of 2009 Summer Academic Enrichment Program. [B - No Cost to the Board – Salary is Paid by Tuition of Students]

Rebecca Beirne	Erin Adelung	Thomas Herman
Kristy Pugielli	Robin Watts	Josephine Blaha
Thomas Herman	Jaishree Kapoor	Melissa Shapter
Marian Amitrani	Maurice Bell	Kaci Redding

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(4) Appointment of Schedule B Positions

Resolved: That the Board appoint the Schedule B positions for the 2009-2010 school year, as per Attachment #6 [B]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

**TABLED**

(5) Approval of Adjustments to Increment Level

Resolved: That the Board approve the following adjustments in increment level, effective September 1, 2009: [B]

Barth, Melissa  
 From: 5 BA + 15  
 To: 6 MA

- Nasta, Melissa  
 From: 8 BA + 30  
 To: 9 MA

- Roth, Ellen  
 From: 5 BA + 30  
 To: 6 MA

- Simonelli, Chantal  
 From: 9 MA + 15  
 To: 10 MA + 30

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
 Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(6) Approval of Student Teachers/Field Experience/Classroom Observation

Resolved: That the Board approve Raymond Knott for 80 hours of classroom observation as of September 21, 2009 to December 22, 2009. Cooperating teacher is Tracey Abrams, W. R. Satz School. [B]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
 Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(7) Approval of Staff Members for the Summer Curriculum Project Work for 2009-2010 School Year

Resolved: That the board approve the following staff members for the Summer Curriculum Project Work for 2009-2010 school year, as per contractual agreement. [B].

Summer Curriculum Project	Staff Member
<u>Computer Applications</u> Computer Animation	Mathew Weisfeld
<u>English</u> Public Speaking	Thomas Herman
<u>Mathematics</u> Algebra 2	Beth Hoheb
AP Computer Science	Jason Lewis
Calculus	Les Spindel
Honors Algebra 1 (Gr. 8)	Janice V-Jackucwicz Marian Amitrani
Introduction to Computer Science	Jason Lewis



WORK SESSION/BUSINESS MEETING JUNE 10, 2009

<b><u>Science</u></b> Honors Physics	Ed Kinch Phil Keller Rob Amitrani
Introduction to Honors Organic Chemistry	Patricia Lutz Josephine Blaha
Marine Science	Mark Schroeter Jonathan Cole
<b><u>Social Studies</u></b> World Civilizations (grade 9)	Lauren Hanson Amanda Rein
Sociology	Jill McCracken
AP Macro Economics	William Motzenbecker
<b><u>World Language</u></b> French 3	Joyce McNamara
Spanish 2	Jacqueline Peters Eric Hausser
Italian 3	Anna Ranieri
Honors Advanced Latin Seminar	Colleen Boueil
<b><u>Visual and Performing Arts</u></b> Concert Chorus	Mathew Goetke
Ceramics I	Joan Logoa
Ceramics II	Joan Logoa
Drawing/Painting	Alana Lazar
Introduction to Drawing/ Painting & Ceramics	Alana Lazar
Symphonic Band	John Koryat
Music Education K-3	Christie Riso
Art Education K-3	Jamie Montana

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

8c. Student Matters

(1) Approval of Student Placements

Resolved: That the Board approve the placements for the following students:  
8724994936, 8032986151, 9968848632, 2615184129, and 2714296772 as  
per attachment #1.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

(2) Approval of Student Volunteer

Resolved: That the board approve Cassaundra Bredbenner as a student volunteer to be part of the Extended School Year Program at Village, effective July 1, 2009 through August 7, 2009.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(3) Approval of Contract with Collier Youth Services

Resolved: That the Board approve the contract with Collier Youth Services in the amount of \$1,850.00 for a special education student to attend Project Eco's extended school year program effective July 6, 2009 through August 14, 2009. [B]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(4) Approval of Tuition Contract Agreement between Matawan Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve a tuition student to attend the pre-school disabled (autistic) class at Village School, effective May 11, 2009 through June 30, 2009, at a tuition rate of \$4,109. This contract is inclusive of all related support services. Transportation will be provided by the Matawan Board of Education.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(5) Approval of Tuition Contract Agreement between Metuchen Board of Education and the Holmdel Township Board of Education for the Extended School Year

Resolved: That the Board approve a tuition student to attend the visually impaired class at Village School for the extended school year at a tuition rate of \$2,185. This contract is inclusive of all related support services from July 1, 2009 through August 30, 2009. Transportation will also be provided by the Metuchen Board of Education. [B]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

(6) Approval of Tuition Contract Agreement between Matawan Board of Education and the Holmdel Township Board of Education for the Extended School Year

Resolved: That the Board approve a tuition student to attend the pre-school disabled (autistic) class at Village School for the extended school year at a tuition rate of \$2,785. This contract is inclusive of all related support services from July 1, 2009 through August 30, 2009. Transportation will also be provided by the Matawan Board of Education. [B]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

(7) Approval of Tuition Contract Agreement between Matawan Board of Education and the Holmdel Township Board of Education for the Extended School Year

Resolved: That the Board approve a tuition student to attend the multiple disabled class at Village School for the extended school year at a tuition rate of \$2,485. This contract is inclusive of all related support services from July 1, 2009 through August 30, 2009. Transportation and one-on-one aide will also be provided by the Matawan Board of Education. [B]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

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

a. Approval of Budget Transfers – 2008/2009

Resolved: That the Board approve the 2008/2009 budget transfers as listed on attachment T-09-20.

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 6-0  
Absent: Ms. Hartnett, Mr. Burke and Mrs. Vander Woude

10. Old Business

Mrs. Duncan thanked Dr. Shelton for raising questions on the Organizational Chart that Ms. Peart revised with Dr. Tai. It is anticipated that it will be on the July 2009 Board agenda for approval.

Mrs. Wetmore questioned the structure of the Organizational Chart. Ms. Peart provided clarification.

Dr. Tai suggested sending final suggestions to him in writing and he will consult with Ms. Peart.

A discussion on the function of the organizational chart ensued.

Mrs. Duncan provided an update on proposed NJ school district consolidation efficiency studies.

WORK SESSION/BUSINESS MEETING JUNE 10, 2009

11. New Business

Mrs. Duncan spoke about creating policies that reflect new accountability regulations.

Mrs. Duncan introduced the plans for a Board of Education retreat on August 26, 2009. All present agreed on the date.

Mrs. Duncan informed the Board that a new Board member packet is available electronically to all Board members. Any Board member who wants a hard copy should notify Ms. Peart.

Mrs. Liu said that she had received her New Board Member, Board of Education packet.

12. Questions from the Public None      None

13. Business Work Session

1. Committee Report(s)

The following Committee Reports were given:

Community Relations Committee  
Township Recreation Committee

Dr. Shelton  
Mrs. Wetmore

Dr. Tai will e-mail notes on the Legal Training that he attended.

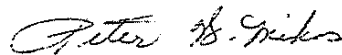
14. Executive Session (if required)

President Tai called for an Executive Session at 8:55 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 8:56 p.m.

Respectfully submitted,



Peter W. Mikos  
Assistant Business Administrator/Assistant  
Board Secretary