

## WORK SESSION/BUSINESS MEETING MARCH 11, 2009

### 1. Call To Order

The Board of Education, Township of Holmdel, met in Work Session/Business Meeting on Wednesday March 11, 2009, 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 Mr. Frank Luccarelli, 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 February 27, 2009 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, Tai, 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 for Curriculum and Instruction and Mr. Martin Barger, Board Attorney. Spencer Tirella, student representative to the Board was present. Absent: Nikhita Prasanna.

### 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 - First Reading of the 2009/2010 Proposed Budget

Dr. Jim Shelton stated for the record that he has recused himself from participation in negotiations with the HTEA and therefore, has also recused himself from participation in budget discussion and preparation on all budget items involving budgeting for members of the HTEA. This recusal is intended to prevent the appearance of a potential conflict of interest arising from the fact that Mrs. Shelton as a teacher at Village School is a member of the HTEA.

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

Resolved: That the Board accept with gratitude, a monetary donation of \$8,000 from the Holmdel High School Booster Club, to supplement Buildings and Grounds funds for the installation of a septic system for the Roggy Field concession stand. These funds include monetary donations made to the Booster Club for this purpose from HYAA (\$750), Holmdel Football & Cheerleading Parents Association (\$1,000), and Holmdel Stallions (\$500). [D]

Resolved: That the Board accept with gratitude, a non-monetary donation of \$9,650 in services and materials from the A & K Excavating, LLC, to supplement Buildings and Grounds funds for the installation of a septic system for the Roggy Field concession stand. [D]

MOTION: Dr. Tai SECOND: Ms. Garrity VOTE: 9-0

- (b) 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**

<b>Date</b>	<b>Name</b>	<b>Location</b>	<b>Workshop</b>	<b>City/State</b>	<b>Cost/ Mileage</b>
5/1/09	Anthony, Barbara	Village School	NJ Speech - Language Hearing Association Convention	Atlantic City, NJ	\$217.0 0
5/28/09	Antoniotti, Kimberly	Village School	CO -Teaching and the Differentiation of Instruction in the Classroom	Eatontown , NJ	\$0.00

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3/30/09	Bandini, Regina	High School	Strategies and Support for School Success Understanding Autism	Lincroft, NJ	\$70.00
5/1/09	Clores, Joseph	High School	Good Ideas Conference	Lakewood , NJ	\$0.00
4/30/09	Clores, Joseph	High School	Rutgers Counselor Day	New Brunswick , NJ	\$0.00
5/1/09 & 5/2/09	Constantarakos , Voula	Village School	NJ Speech - Language Hearing Association Convention	Atlantic City, NJ	\$412.00
4/20/09	Douma, Kara	High School	Serve on Middle States Team	Metuchen, NJ	\$0.00
3/30/09	Esposito, Janice	High School	Strategies and Support for School Success Understanding Autism	Lincroft, NJ	\$70.00
4/30/09	Fleming-Commisso, Colette	High School	Rutgers Counselor Day	New Brunswick , NJ	\$0.00
5/1/09 & 5/2/09	Freglette, Tina	Village School	NJ Speech - Language Hearing Association Convention	Atlantic City, NJ	\$412.00
5/1/09 & 5/2/09	Lawlor, Jo	Indian Hill School	NJ Speech - Language Hearing Association Convention	Atlantic City, NJ	\$317.00
5/28/09	Roesinger, Katie	Village School	CO -Teaching and the Differentiation of Instruction in the Classroom	Eatontown , NJ	\$0.00
5/1/09 & 5/2/09	Rosen, Barbara	Village School	NJ Speech - Language Hearing Association Convention	Atlantic City, NJ	\$317.00
3/30/09	Rosen, Barbara	Village School	Strategies and Support for School Success Understanding Autism	Lincroft, NJ	\$70.00

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4/27/09 & 5/4/09 & 5/11/09	Alston, Susan	Administrator - District	3-Day series Supervisor as Agents of Change	Monroe Twp, NJ	\$175.0 0
3/30/09	Barry, Ann Marie	Village School	Strategies and Support for School Success Understanding Autism	Lincroft, NJ	\$70.00
3/25/09	Bellis, Marilyn	Indian Hill School	West Jersey Reading Council Spring Conference	Westhamp -ton, NJ	\$54.31
3/30/09	Bennett, Genevieve	W.R. Satz School	Strategies and Support for School Success Understanding Autism	Lincroft, NJ	\$70.00
4/15/09	Bligh, Laura	Village School	Reading Foundations	Atlantic City, NJ	\$0.00
3/13/09	Bruce, James	W.R. Satz School	Observation of the Bystander: A Portrait in Apathy Program	Rumson, NJ	\$0.00
3/30/09	Clark, Amy	W.R. Satz School	Strategies and Support for School Success Understanding Autism	Lincroft, NJ	\$70.00
4/1/09	Currie, Mary Beth	Administrator - District	NCLB Staying the Course Amidst Change Workshop	West Windsor, NJ	\$0.00
3/30/09	Gilligan, Lorraine	Village School	Strategies and Support for School Success Understanding Autism	Lincroft, NJ	\$70.00
5/1/09	Kostka, Heather	High School	Monmouth County School Counselors Association Good Ideas Conference	Lakewood , NJ	\$0.00
4/30/09	Kostka, Heather	High School	Rutgers University Counselors Day	Piscataway, NJ	\$0.00

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3/30/09	Laverne, Yasmine	Village School	Strategies and Support for School Success: Understanding Students with Autism Spectrum Disorders	Lincroft, NJ	\$70.00
3/24/09	Lelivelt, Steven	High School	Juniper Firewall Training	Wall, NJ	\$0.00
3/13/09	Magnotti, Melissa	W.R. Satz School	Observation of the Bystander: A Portrait in Apathy Program	Rumson, NJ	\$0.00
3/25/09	McDonald, Margaret	High School	Replacing Jeffrey Skalecki who has already been approved with money for this workshop A Secondary Workshop Grading and Assessment in a Standards-Based Era	Monroe, NJ	\$150.0 0
3/30/09	McHugh, Jaime	Village School	Strategies and Support for School Success Understanding Autism	Lincroft, NJ	\$70.00

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

(c) Approval of the Local Professional Development Plan as Approved by the Monmouth County Professional Development Board for the 2009-2010 School Year

Resolved: That the Board approve the Local Professional Development Plan as approved by the Monmouth County Professional Development Board for 2009-2010 school year.

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

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8. a. Report of the Superintendent

The Superintendent reported on the following student enrollment: 3,364

Village School.....	920	Indian Hill School.....	794
Wm. R. Satz School.....	551	High School.....	1,099

**Highlights since our last board meeting:**

- The Foundation held its car raffle last night and the lucky winner was Jim Holt of Holmdel. On behalf of the Foundation, I want to thank the community, teachers and administrators for their support.
- Mr. Braun’s second grade students created PowerPoint presentations on Animals and Their Habitats and presented them yesterday at Village School.
- This Friday, March 13, one of our third grade classes (Mr. Chiu and Ms. Givens' class) will be filming a video segment as part of the district-wide ***Get Out the Vote*** initiative. This video segment idea emerged from our desire to have an *entire* class of students be able to participate in this district-wide initiative. This five-minute video segment will be of our third grade students playing an interactive "Jeopardy-style" game show using a computer-based template and one of the two Smart Boards housed within the *Smart Board Lab* at Village School. This activity infuses *technology* into the curriculum using both the computer template and the Smart Board to teach/review concepts associated with community, citizenship and the voting process, through a hands-on, interactive approach. The children are going to have a lot of fun!
- Indian Hill recently held an assembly for the fourth grade students. A Holmdel High School student, who just completed her 4<sup>th</sup> novel, spoke to the fourth graders about writing, her achievements, and answered several questions the students prepared with their classroom teachers. It was a great experience for the students. She will be returning to Indian Hill to meet with the fifth and sixth graders later this spring.
- The sixth grade students participated in a World Language Fair prepared by teachers and students from Satz School. The presentations gave the students an opportunity to see and hear what they had to look forward to with their choices in the area of foreign language for next year.
- Indian Hill recently had an amazing re-opening of their Reading Room! Jenna Atkinson, Betsy Smith, and Marilyn Bellis ordered materials using grant funds from the Foundation to prepare a wonderful place for our students and staff to add to their knowledge of guided reading and other areas of literacy instruction. There was an amazing turnout throughout the day for this event. Teachers have signed up for class tours of the room to help learn about the various activities the new Reading Room has to offer.

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- Congratulations to the seventh grader at Satz, this year's competitor at the Asbury Park Press Spelldown, who placed second last night in the regional competition. A student from Ocean Township was the winner, but apparently our seventh grader gave her quite a challenge. This is our highest placement since one of our sophomores placed third three years ago.
- Congratulations to a seventh grader, who will compete in the state round of the National Geographic Bee scheduled for April 3, 2009. After winning the school competition, she had to take a written test to qualify for the state round. If she is successful against her state competitors, she will move on to the national round in Washington, DC later in the spring.
- Congratulations to the Satz students who won an award in the 2009 NJ Math League Seventh Grade Competition:
- Two high school students competed in the Shakespeare Competition at Brookdale last Saturday. Both students were a credit to the Hornets and they, along with their families, enjoyed a wonderful experience.
- The Italian Honor Society raised \$1,600 for UNICEF with proceeds from the pasta dinner they sponsored on February 19.
- Dr. Blaha is thrilled to inform us that two students from Holmdel High School are quarter finalists for the U.S. Physics Olympics Team. The finalists will ultimately represent the US in Merida Yucatan, Mexico, July 2009.
- Dr. Blaha is also pleased to report that we had 15 students compete in the open exam for the U.S. Biology Olympiad (USABO). Of our 15 students, five have been named semifinalists. The finalist will represent the US in the International Biology Olympiad which will be held in Japan.
- This past weekend two teams from Holmdel High School competed in the Moody's Mega Math Challenge on the topic of **Teens Evaluate Likelihood of Success for Stimulus Act, Math Models Used to Predict Impact on Economy and Employment**. Nearly 2000 high school juniors and seniors participated, spending as many as 14 hours using mathematical techniques to evaluate whether or not the stimulus package that President Obama signed into law in February will in fact stimulate the U.S. economy. Doing well could mean winning part of \$80,000 in scholarship prizes, funded by The Moody's Foundation.

### Activities towards meeting district goals:

#### Character Education

- Village School just wrapped up February's character trait of CARING and the children earned 678 "Caring" sneakers.

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### Differentiated Instruction

- Differentiated Instruction continues to be articulated at Village School staff meetings.
- Indian Hill teachers have given their first round of Learnia tests to their students, and have begun discussions at grade-level meetings to see how to best use this information to help differentiate instruction for the students.

### Technology

- In continuing with the Technology Literacy goal, Mr. Gattini generated a questionnaire to poll Village School staff about building needs in this area.
- Mr. Gattini, along with Mr. Schillaci, will address Indian Hill faculty at the next staff meeting about goals/technology standards they are looking to address for the remainder of this year and next year.

#### a-1 Report of Student Representatives to the Board

Spencer Tirella, student representative 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

#### b. Personnel

##### (1) Appointment of Personnel – Certificated Staff

Resolved: That the Board approve the appointment of Laura Burns to the position of Temporary Leave Replacement Grade 4 Teacher, Indian Hill School, effective April 16, 2009 through the remainder of the school year, Step 5 BA, at a salary of \$49,455 (prorated). [B – Replaces Beth Catania – on leave of absence.]

Resolved: That the Board approve the appointment of Denis LaPlante to the position of Temporary Leave Replacement Social Studies Teacher, Holmdel High School, effective March 23, 2009 through April 17, 2009, Step 1 MA, at a salary of \$55,855 (prorated). [B – Replaces Jeff Skalecki – on leave of absence.]

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



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### (2) Appointment of Schedule B Position

Resolved: That the Board approve the appointment of Charles Koch to the Schedule B position of Baseball Assistant Coach, at a stipend of \$5,017. [B]

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

### (3) Approval of Adjustment to Increment Level

Resolved: That the Board approve the following adjustment in increment level, retroactive to January 1, 2009: [B]

- Rossitto, Kathleen  
From 6 MA  
To: 6 MA + 15

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

### (4) Approval of Student Teacher/Field Experience/Observation

Resolved: That the Board approve Ashley Coppola for 15 hours of classroom observation, effective March 12, 2009 through June 5, 2009, at W.R. Satz School and Indian Hill School. Ashley will be observing many teachers, no cooperating teacher needed.

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

### (5) Approval of Leaves of Absence

Resolved: That the Board approve a leave of absence with benefits for Melissa Barth, Science Teacher, W.R. Satz School, as follows:

- Effective September 8, 2009 through September 21, 2009 using 10 sick days
- Paid Family Leave Act (PFLA) from September 22, 2009 through October 30, 2009 (paid by State of New Jersey)
- New Jersey Family Leave (NJFLA) from November 2, 2009 through January 22, 2010 (unpaid)
- Family and Medical Leave (FMLA) from January 25, 2010 and returning on April 6, 2010 (unpaid)

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Resolved: That the Board approve a leave of absence with benefits for Hayley Mercas, Grade 3 Teacher, Village School, as follows:

- Effective May 4, 2009 through June 5, 2009 using 20.5 sick days and 3.5 personal days
- New Jersey Family Leave (NJFLA) from June 8, 2009 through the remainder of the school year (unpaid)

Resolved: That the Board approve a leave of absence with benefits for Jami Kenney, Grade 2 Teacher, Village School, as follows:

- Effective April 14, 2009 through May 12, 2009 using 18 sick days and 2 personal days
- New Jersey Family Leave (NJFLA) from May 13, 2009 through the remainder of the school year (unpaid)

Resolved: That the Board approve a leave of absence with benefits for Susan Croken, Special Education Teacher, Indian Hill School, as follows:

- Retroactive to March 4, 2009 through March 26, 2009 using 14 sick days and 3 personal days
- New Jersey Family Leave (NJFLA) from March 27, 2009 through the remainder of the school year (unpaid)

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

(6) Acceptance of Retirement

WHEREAS: Mr. Walter Kowalczyk has served the Holmdel Township Public Schools with distinction as a Science Teacher at Holmdel High School from September 1976 until June 1983 and since September 1983 he has served as a Guidance Counselor at Holmdel High School; and,

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

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

WHEREAS: Mr. Kowalczyk 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. Kowalczyk has submitted a letter announcing his retirement from the Holmdel Township Public Schools effective June 30, 2009; and,

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NOW THEREFORE BE IT RESOLVED:

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

MOTION: Dr. Tai SECOND: Ms. Garrity VOTE:9-0

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

Resolved: That the Board approve the appointment of the following as day-to-day substitute teachers, effective March 12, 2009, for the 2008-09 school year, pending the criminal history review of the State of NJ: [B]

- Pepe, Gina
- Strain, Megan

Resolved: That the Board approve the appointment of the following as a day-to-day clerical substitute, effective March 12, 2009, for the 2008-09 school year, pending the criminal history review of the State of NJ: [B]

- Porto, Anthony

Resolved: That the Board approve the appointment of the following as a day-to-day substitute lunchroom/playground aide, effective March 12, 2009, for the 2008-09 school year, pending the criminal history review of the State of NJ: [B]

- Yuen, Christine

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

c. Student Matters

(1) Approval of Student Placements

Resolved: That the Board approve the placement for the following students: 17801275, 9900230, and 10301420, as per attachment #1.

MOTION: Dr. Tai SECOND: Ms. Garrity VOTE:9-0

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

a. Adoption of 2009/2010 School Year Tentative Budget

Resolved: That the Board adopt the 2009/2010 School Year Tentative Budget:

BE IT RESOLVED, that the tentative budget be approved for the 2009/2010 school year and the Secretary to the Board of Education be authorized to submit the tentative budget to the Monmouth County Executive Superintendent of Schools for approval as follows:

Current Expense	\$51,104,298
Capital Outlay	<u>\$ 643,550</u>
Total General Fund	\$51,747,848
Special Revenue	\$ 1,412,889
Debt Service	<u>\$ 3,221,164</u>
Total Budget	\$56,381,901

BE IT RESOLVED, to acknowledge that the 2009/2010 school year budget as described results in a general fund tax levy of \$47,542,024 and a debt service tax levy of \$3,221,163 for a total tax levy of \$50,763,187; and

BE IT RESOLVED, that due to the delay in the release of the 09/10 state aid numbers, the Department of Education has directed districts to use the 08/09 state aid numbers. Once the numbers have been released after the Governor's budget message, any changes necessary will be made at the required Public Hearing on April 1, 2009; and

BE IT RESOLVED, that the School Business Administrator/Board Secretary is authorized to advertise said tentative budget in the Asbury Park Press without County Office approval of the budget, as directed by the Department of Education in accordance with the format required by the State Department of Education and according to law; and

BE IT RESOLVED, in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 09/10 school year for all staff and board members is \$107,700; and

BE IT FURTHER RESOLVED, that a public hearing will be held in the Library at Wm. R. Satz School, on April 1, 2009, at 8:00 p.m. for a Public Hearing on the Budget for the 2009/2010 school year.

Discussion: Michael Collins stated that since this is the not to exceed vote and not the formal adoption he would approve the tentative tax levy amount.

MOTION: Ms. Garrity SECOND: Dr. Tai VOTE: 9-0

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b. Approval of Additional Chapter 192-193 Funding

Resolved: That the Board approve additional funding under the provision of Chapter 192-193 (2008/2009) as per attachment 9-b.

Chapter 192-193 Funding

Additional Chapter 192-193 Funding	\$ 8,026.00
Revised (2008/2009) Entitlement (2/20/09)	\$275,807.00

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

c. Approval of Budget Transfers

Resolved: That the Board approve the 2008/2009 budget transfers as listed on attachment T-09-15.

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

10. Old Business

Mrs. Duncan and Mr. Petrizzo provided an update regarding Non-Public School Transportation.

Mrs. Duncan read the letter from the Executive County Superintendent and Executive County Business Administrator (see attached letter).

Mr. Petrizzo reported out on the Bid process the District will follow for the Non-Public School Transportation.

11. New Business

Mrs. Duncan discussed the issues with the 2008/2009 calendar due to the additional snow day. The full Board discussed this topic and general consensus was to revise the calendar and change the approved make-up day, April 6, to April 13, 2009. Mrs. Duncan discussed the Monmouth County Feasibility Study for K-12 Consolidation.

12. Questions from the Public

The following members of the public spoke:

Mr. Terrance Wall requested that we extend the Bid opening from March 31, 2009 so that contractors have ample time to produce Bid Specs.

Mr. Harold Murin inquired as to why we are not continuing with using Holmdel Bus Drivers to service the Non-Public Transportation runs.

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Mr. Tim Neher expressed his concern with having more kids driving to school which is dangerous.

Mr. Jim Rogan commented that he could not find any other districts that are having the same issues with Non-Public School Transportation.

Ann Balzofiore expressed the same issues with the Non-Public School Transportation matter.

Helen Keaveny asked questions as to how the routes were developed.

Lori McCahil also asked questions as to how the routes were developed.

13. Business Work Session

The following committee reports were given:

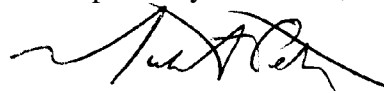
Budget & Finance Committee	Ms. Garrity
Township Recreation Meeting	Mrs. Wetmore
Holmdel Foundation for Educational Excellence	Mrs. Wetmore
Buildings & Grounds Committee	Mrs. Wetmore
Special Education Committee	Mrs. Ana Vander Woude

14. Executive Session (if required) None

15. Adjournment –

By a unanimous voice vote the meeting was adjourned at 10:03 p.m.

Respectfully submitted,



Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary