

**AGENDA  
REGULAR BUSINESS MEETING  
FEBRUARY 24, 2010**

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

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)            Technology – Anthony Gattini

5. Approval of Minutes

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

Closed Executive Session and Regular Business Meeting – February 17, 2010

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

6a. Questions from the Public (Agenda Items)

6b. Committee Reports(s)

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7. Committee of the Whole

7a. Approval of Transfer of Funds – Holmdel High School Athletic Fund

Resolved: That the Board approve the transfer of \$10,000 into the Holmdel High School Athletic Fund (PO 10-0141 - checking account #2040361118929) to continue funding of spring sports (officials, tournament entry fees, police, athletic workers, etc.). [T]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

7b. Approval of Adoption of Textbooks/Supplemental Resource Books and Materials – AP Psychology

Resolved: That the Board approve the adoption of the following textbooks, supplemental resource books and materials: [B]

Title: 50 Great Myths of Popular Psychology: Shattering Widespread Misconceptions about Human Behavior  
Course: AP Psychology  
Author: Scott O. Lilienfeld et al  
Publisher: Wiley-Blackwell Publishing  
Date: 2010  
Cost: \$20.00 (per book, 100 books needed)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

7c. Acceptance of Donation – HP ScanJet 4400c Flatbed Scanner

Resolved: That the Board accept with gratitude, an HP ScanJet 4400c Flatbed Scanner (approximate value \$30.00) from Matthew Goetke, Director of Vocal Music at Holmdel High School/Wm. R. Satz School. [D]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

7d. Establishment of Job Position and Approval of Job Description – Supervisor of Special Services

Resolved: That the Board establish the position and approve the job description for the Supervisor of Special Services, as per attachment #1.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

7e. Approval of Agreement Between HighScope Educational Research Foundation and the Holmdel Township Board of Education for Customized Training in HighScope Curriculum

Resolved: That the Board approve the agreement between HighScope and the Holmdel Township Board of Education to provide 7 days of service on Customized Training in the HighScope Curriculum on April 20, 21, May 3, 4, 5, 18, and 19, 2010, at a total cost of \$11, 440. [G – Total cost to be paid with ARRA grant funds]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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7f. Adoption of Regulation 6142.10 First and Only Reading – The Use of Information Technology in Education

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

File Code 6142.10	Regulation	The Use of Information Technology in Education
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MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

7g. 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.

Date of Trip	School	Teacher/ Advisor	Class/Club/ Group	Destination City/State	Time	Total Students	Total Chaperones	Total Cost
5/6/10	High School	Cohen, Elliot	Yearbook Club	Tinton Falls, NJ	8:00 a.m. – 2:00 p.m.	12	2 Teachers	Club Funded

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

7h. 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
4/23/10	Alston, Susan	Administrator - High School	NJDOE LA K-12 & Social Studies 9-12: Module A	Edison, NJ	\$0.00
3/19/10	Cancellieri, Doreen	Village School	Employment: Facing the Future XVIII	Somerset, NJ	\$150.00
5/25/10	Currie, Mary Beth	Administrator - Central Office	Addressing NJ Standards for Innovation, Creativity and Design -Technology Education Series Session 3	Monroe, NJ	\$147.00
3/22/10 & 4/21/10	Currie, Mary Beth	Administrator - Central Office	Session A: The Curriculum Core: Unit Design & Lesson Plan Template Session B: Design Teaching & Learning for the 21st Century Learner	Monroe, NJ	\$275.00

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4/13/10	Currie, Mary Beth	Administrator - Central Office	Leadership For 21st Century	Union, NJ	\$0.00
4/11/2010 thru 4/14/10	Fleming-Commisso, Colette	High School	Counselor Visitation Program - Lehigh Valley Association of Independent Colleges	Lehigh Valley, PA	\$0.00
4/13/10	Howard, Art	Principal - WR Satz School	Leadership For 21st Century	Union, NJ	\$33.00
4/14/10	Kapoor, Jaishree	W.R Satz School	21st Century Life and Careers 6-12	Jackson, NJ	\$18.91
3/23/10	Katz, Rich	Administrator - High School	WETIP Implementation	Ocean Township, NJ	\$0.00
3/23/10	Marino, Lisa	Administrator - WR Satz	WETIP Implementation	Ocean Township, NJ	\$0.00
6/9/2010 & 10/6/10 & 11/30/10	Peart, Mandie	Administrator - Central Office	Systems 3000 Training	Eatontown, NJ	\$20.94
4/16/10	Radziwanowski, Ann	High School	Outreach 2010	Lincroft, NJ	\$25.00
4/21/10	Saler, Michelle	Central Office	Dealing with Difficult People and Situations	Monroe, NJ	\$155.24
6/30/10 & 7/1/10	Sapanaro, Donato	Indian Hill School	Law Ethics & Governance for Leaders	Monroe, NJ	\$300.00
4/13/10	Schillaci, Brian	Indian Hill School	Leadership For 21st Century	Union, NJ	\$0.00
4/23/10	Adelung, Erin	Village School	SmartBoard: A Powerful Tool in the Elementary Classroom (K-5)	Union, NJ	\$150.00
5/6/10 & 5/7/10	Anthony, Barbara	Village School	NJSHA Convention	Atlantic City, NJ	\$432.00
3/10/10	Bell, Maurice	W.R Satz School	NJ State Standard 5-8 Social Studies	Jackson, NJ	\$0.00
5/6/2010 & 5/8/10	Bligh, Laura	Village School	NJSHA Convention	Atlantic City, NJ	\$387.00
3/10/10	Burns, Barbara	W.R Satz School	NJ State Standard 5-8 Social Studies	Jackson, NJ	\$0.00
5/6/10 & 5/7/10	Constantarakos, Voula	Village School	NJSHA Convention	Atlantic City, NJ	\$432.00

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4/23/10	Croddick, Jaime	Village School	SmartBoard: A Powerful Tool in the Elementary Classroom (K-5)	Union, NJ	\$150.00
2/25/10	Davidson, Michelle	High School	Rescheduled Workshop from , 2010 NJSTAA/T3 LaCrosse Clinic approved at the 1/13/10 BOE agenda	Flemington, NJ	\$0.00
3/10/10	Ebinger, Todd	W.R Satz School	NJ State Standard 5-8 Social Studies	Jackson, NJ	\$0.00
4/13/10	Giacobbe, Elizabeth	Principal - Village School	Leadership For 21st Century	Union, NJ	\$0.00
3/10/10	Howard, Kathleen	W.R Satz School	NJ State Standard 5-8 Social Studies	Jackson, NJ	\$0.00
5/7/10	Lawlor, Jo	Indian Hill School	NJSHA Convention	Atlantic City, NJ	\$227.00
5/6/10 & 5/7/10	Longo, Marjorie	Village School	NJSHA Convention	Atlantic City, NJ	\$432.00
3/23/10	Magnotti, Melissa	W.R Satz School	WETIP Implementation	Ocean Township, NJ	\$0.00
3/16/10	Magnotti, Melissa	W.R Satz School	NJ ASK 2010 Coordinator Training	Jamesburg, NJ	\$0.00
3/5/10	Moran-Kudisch, Cathleen	High School	10th Annual Addiction Conference	Atlantic City, NJ	\$55.00
5/6/10 & 5/7/10	Rosen, Barbara	Village School	NJSHA Convention	Atlantic City, NJ	\$332.00
3/10/10	Schultheis, Jonathan	W.R Satz School	NJ State Standard 5-8 Social Studies	Jackson, NJ	\$0.00
5/6/10	Seman, Allison	Village School	NJSHA Convention	Atlantic City, NJ	\$332.00
3/5/10	Varga, Deirdre	Village School	Educating the Creative Mind	Union, NJ	\$100.00

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8a. Report of the Superintendent

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

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

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8b. Personnel

8b-1. Authorization of Suspension with Pay and Suspension without Pay - Bus Driver

Resolved: That the Board authorize the issuance of a suspension with pay to Stacie Vanderbilt, Bus Driver, effective February 19 and 22, 2010 and authorize the issuance of a suspension without pay effective February 26, 2010 through March 11, 2010.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-2. Approval of Extended Leave of Absence – Science Teacher – Holmdel High School

Resolved: That the Board approve an extended leave of absence for Lynn Blustein, Science Teacher, Holmdel High School, with benefits as follows:

- Effective December 10, 2009 through January 12, 2010 using 17 sick days and January 13, 2010 through January 19, 2010 using 4 personal days (utilized in conjunction with PFLA)
- Paid Family Leave Act (PFLA) from January 13, 2010 through February 23, 2010 (paid by State of New Jersey; subject to State approval with benefits)
- Family and Medical Leave (FMLA) from January 20, 2010 through March 25, 2010 (unpaid)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-3a. Approval of Leave of Absence – Special Education Teacher – Holmdel High School and Wm. R. Satz School

Resolved: That the Board approve a leave of absence for Jean Thompson, Special Education Teacher at Holmdel High School and Wm. R. Satz School, with benefits as follows:

- Effective April 6, 2010 through April 20, 2010 using 9 sick days and 2 personal days (utilized in conjunction with PFLA)
- Paid Family Leave Act (PFLA) from April 19, 2010 through May 30, 2010 (paid by State of New Jersey; subject to State approval w/benefits)
- Family and Medical Leave (FMLA) from April 21, 2010 through June 23, 2010 (unpaid)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-3b. Approval of Leave of Absence – English Teacher – Holmdel High School

Resolved: That the Board approve a personal leave of absence for Jennifer Sacks, English Teacher, Holmdel High School, without benefits as follows:

- Effective March 22, 2010 through June 23, 2010 (unpaid)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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8b-3c. Approval of Leave of Absence – Art Teacher – Indian Hill School

Resolved: That the Board approve a leave of absence for Rian Lane-Hryszkanich, Art Teacher, Indian Hill School, with benefits as follows:

- Effective April 12, 2010 through April 30, 2010 using 15 sick days
- Family and Medical Leave (FMLA) from May 1, 2010 through June 23, 2010 (unpaid)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-4a. Appointment of Personnel – Certificated Staff – Temporary Leave Replacement Elementary Teacher – Indian Hill School

Resolved: That the Board approve the appointment of Christine Maco to the position of Temporary Leave Replacement Elementary Teacher, Grade 4, Indian Hill School, effective March 18, 2010 through June 23, 2010, step 1 BA, at a salary of \$47,455 (prorated), with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [M. Paglio - Leave] - [B]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-4b. Appointment of Personnel – Certificated Staff – Temporary Leave Replacement Special Education Teacher – Village School

Resolved: That the Board approve the appointment of Kelsey Higley to the position of Temporary Leave Replacement Special Education Teacher, Village School, effective March 3, 2010 through June 23, 2010, step 1 BA, at a salary of \$47,455 (prorated), 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. [J. McHugh - Leave] - [B]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-5. Extension to Appointment of Personnel – Certificated Staff – Temporary Leave Replacement Science Teacher – Holmdel High School

Resolved: That the Board approve the extension of appointment for Christina Ruzsala-Felice to the position of Temporary Leave Replacement, Science Teacher, Holmdel High School, effective March 3, 2010 through March 26, 2010, step 7 BA, at a salary of \$52,702 (prorated), with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [L. Blustein - Leave] - [B]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-6a. Appointment of Personnel – Non-Certificated Staff – Special Education Monitor – Village School

Resolved: That the Board approve the appointment of Danielle Fitzgerald to the position of Special Education Monitor, Village School, effective March 11, 2010 or sooner through June 30, 2010, at a salary of \$25.51 per hour, Monday through Friday 8:50 a.m.-2:20 p.m., 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]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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8b-6b. Appointment of Personnel – Non-Certificated Staff – Special Education Monitor – Village School

Resolved: That the Board approve the appointment of Patty Wagner to the position of part time Special Education Monitor, Village School, effective March 11, 2010 or sooner, through June 30, 2010, at a salary of \$25.51 per hour, Tuesday through Friday 9:00 a.m.-11:30 a.m., with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-7a. Appointment of Schedule B Position – Assistant Coach Boy’s JV Baseball – Holmdel High School

Resolved: That the Board approve the appointment of Chris Arcchi to the Schedule B position of assistant coach boy’s JV baseball, Holmdel High School, currently at a stipend of \$5,017, effective March 5, 2010, with stipend for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-7b. Appointment of Schedule B Position – Assistant Coach Boy’s Freshman Baseball – Holmdel High School

Resolved: That the Board approve the appointment of Mike Shymanski to the Schedule B position of assistant coach boy’s freshman baseball, Holmdel High School, currently at a stipend of \$5,017, effective March 5, 2010, pending verification of appropriate teacher or substitute certification and the criminal history review of the State of NJ, with stipend for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-8. Approval of Volunteer Position – Assistant Coach Boy’s Varsity Baseball – Holmdel High School

Resolved: That the Board approve Gene Crimoli to the volunteer position of assistant coach boy’s varsity baseball, Holmdel High School, effective March 5, 2010, pending the criminal history review of the State of NJ.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

8b-9. Approval of Field Observation – Holmdel High School – Health Office

Resolved: That the Board approve Jillian Lagoa for 40 hours of field observation, effective February 25, 2010 through May 5, 2010, at Holmdel High School, in the High School Health Office. The cooperating nurse will be Suzanne Caffrey.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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8c. Student Matter

8c-1. Approval of Student Placement

Resolved: That the Board approve the placement for the following student:

Out-of-District Placement

Meeting Date	Student ID	Services	Classification	Cost
9/30/2009	3003864701	After School Program	AT	\$1,200.00

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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

9a. Approval of a Resolution for Increasing Bid Threshold and Appointing a Qualified Purchasing Agent

Resolved: That the Board approve the following resolution increasing the bid threshold and appointing a Qualified Purchasing Agent, pursuant to N.J.S.A. 18A18A-3a and N.J.A.C. 5:34-5 et seq.

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$29, 000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold: and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Michael R. Petrizzo possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services with N.J.A.C. 5:34-5 et seq.: and

WHEREAS, the Holmdel Township Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3; now, therefore, be it

RESOLVED, that the governing body of the Holmdel Township Board of Education, in the County of Monmouth, in the State of New Jersey hereby increases its bid threshold to \$29,000.00; and be it further

RESOLVED, that the governing body hereby appoints Michael R. Petrizzo as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Michael R. Petrizzo's certification to the Director of the Division of Local Government Services.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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9b. Approval of Agreement Between Monmouth –Ocean Educational Services Commission and the Holmdel Township Board of Education for Transportation and Tuition to Monmouth Crossroads

Resolved: That the Board approve the agreement between Monmouth-Ocean Educational Services Commission and the Holmdel Township Board of Education to transport one Holmdel student to the Monmouth Crossroads Program, 100 Tornillo Way, Tinton Falls, NJ 07712. The agreement covers the purchase of a seat pro-rated from December 1, 2009 through June 30, 2010 at rate of \$9,755.20 and transportation at \$59.53 per day not to exceed \$7,679.00.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

9c. Approval of Additional Chapter 192-193 Funding

Resolved: That the Board approve additional funding under the provision of Chapter 192-193 (2009/2010). As on file in the office of the Business Administrator/Board Secretary.

Chapter 192-193 Funding

Additional Chapter 192-193 Funding	\$ 398.00
Revised (2009/2010) Entitlement (2/18/10)	\$311,048.00

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

9d. Approval of Monthly Certification – January 31, 2010

Resolved That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of January 31, 2010 after review of the Secretary’s Monthly Financial Report (appropriations section) and, upon consultation with the appropriate district officials, that, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 (b); that no line item account has encumbrance and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.6A:23.11 (1), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

9e. Approval of Business Administrator/Board Secretary’s Financial Report – January 31, 2010

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending January 31, 2010, is hereby approved and the Business Administrator/Board Secretary is instructed to file same.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

9f. Approval of Treasurer’s Financial Report – January 31, 2010

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending January 31, 2010 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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9g. Approval of Budget Transfers – 2009/2010

Resolved: That the Board approve the 2009/2010 budget transfers as listed on attachment T-10-13.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

9h. Approval of Bills Payment – Ms. Barbara Garrity, Board Member

Resolved: That the Board approve payment of the February 24, 2010, regular bills list in the amount of \$44.16 to Ms. Barbara Garrity, and as certified and approved.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

9i. Approval of Bills Payment

Resolved: That the Board approve payment of February 24, 2010 regular bills list in the amount of \$832,447.93, and as certified and approved.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

10. Old Business

11. New Business

12. Questions from the Public

13. Executive Session (if required)

14. Adjournment



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION:

## SUPERVISOR OF SPECIAL SERVICES

### QUALIFICATIONS:

1. Master's Degree in Special Education, Supervision, or Administration (required).
2. Valid Teacher's Certificate and minimum of three years' successful teaching experience.
3. Valid Supervisor's or Principal's Certificate, and experience as a supervisor preferred.
4. Possesses strong organizational, communications (oral and written) and human relations skills.
5. Extensive knowledge of federal and state laws, as well as judicial decisions relevant to special education.
6. Possesses ability to plan, organize and administer a district-level professional development program.
7. Experience in conducting personnel evaluations preferred.
8. Successful completion of required criminal history check, and has proof of US citizenship or legal resident alien status.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services

**JOB GOALS:** Supervises instructional staff as assigned. Provides leadership in the development, implementation and coordination of all special education programs.

### PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively with the Director of Special Services in establishing and managing the special services department.

2. Coordinates and supervises all transition needs for students in collaboration with case managers.
3. Assists in the implementation of the district's in-service education programs for the special services staff and recommends staff attendance at conferences and participation in other professional growth activities.
4. Conducts classroom observations and evaluations, and provides supervision of teachers, Child Study Team Members and non-certified staff as requested by the Director of Special Services.
5. Informs Director of Special Services of findings of observations and evaluations and reviews supervisory approaches with the Director of Special Services on working with special services staff.
6. Evaluates programs, determines programmatic needs including new instructional methods and programs, as well as materials, equipment, textbooks, additional classes, class size, etc., and makes recommendations to the Director of Special Services.
7. Meets frequently with staff under his/her supervision to problem solve and maintains an ongoing supervision of the coordination and implementation of special education programs.
8. Monitors and supervises the activities of the pre-school program.
9. Reviews current litigation regarding special education laws and procedures, and discusses this information with the Director of Special Services. May be required to attend resolution, mediation and due process hearings.
10. Assists in the identification of personnel needs and participates in the selection of special services personnel.
11. Oversees the development of curriculum dealing with, but not limited to, functional skills, community-based education, vocational skills, etc., and sees that this curriculum is articulated K-12.
12. Works cooperatively with related service personnel, special needs vocational programs' agency personnel, etc.
13. Works with the Director of Special Services to develop, implement and supervise the Extended School Year Program.
14. Attends monthly Special Services Subcommittee meetings after school hours with Director of Special Services or serves as the Director of Special Services' designee in the event of his/her absence.
15. If necessary, assists the Director of Special Services in organizing and conducting meetings with the staff, students, and/or parents and appropriate district personnel

and other resources, to comply with the state and federal regulations regarding special education programs of the district.

16. Monitors the implementation of all non-public school programs covered by IDEA.
17. Ensures compliance with federal and state mandates, as well as with local policy in the maintenance of paper files and computerized Child Study Team records relating to individual students and the operation of the Child Study Team.
18. Assists the Director of Special Services in providing leadership in the development of the K-12 special education programs and achievement of state core curriculum standards and district goals and objectives.
19. Supports staff in the development of IEP's for the students.
20. Assists the Director Special Services in reviewing and evaluating results of district-wide testing programs, and other evaluative measures used by the schools.
21. Assists in the development and monitoring of the special education program budgets.
22. Serves as the Director of Special Services' designee as needed.
23. Performs other duties as may be assigned by the Director of Special Services.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary to be established in the Agreement between the Holmdel Township Board of Education and the Holmdel Township Administrators Association.

**EVALUATION:** Annually by the Director of Special Services, in accordance with state law and the provisions of the board's policy on evaluation of certified personnel.

**SOURCE:** Regular Board Meeting

**DATE:** February 24, 2010

REGULATION 1

**THE USE OF INFORMATION TECHNOLOGY  
IN EDUCATION**

**A. Purpose**

1. Holmdel Township Public Schools (hereafter known as the District) is providing employees and students with access to a district-wide electronic communication system which includes, but is not limited to, Internet access.
2. The term “educational purpose” is defined as the use of the system for classroom activities, professional development, and high-quality curriculum-related activities.
3. The network system has a specific educational purpose which is to provide students and staff with electronic access to a wide range of information and the ability to communicate with people throughout the world.
4. Additionally, the system will be used to increase district intercommunication, enhance productivity, and assist district employees in upgrading their skills through greater exchange of information with their peers.
5. The District system will also assist the staff and students in sharing information with the local community, including parents and residents of Holmdel.
6. District acquisition policies will be followed for purchase of goods or services through the District system.
7. Users may not use the system for activities including, but not limited to banking, political lobbying, commercial ventures, union activities, gambling or personal purchases.

**B. District Responsibilities**

1. The Superintendent will serve as the coordinator to oversee the network operations and procedures.
2. The Director of Curriculum and Instruction will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of

this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Policy at each building level.

3. The District's Network Engineer will design and implement a process for setting-up individual and class accounts, setting quotas for disk usage on the system, establishing a back-up schedule, establishing a District virus protection process, firewalls, and implementing Internet filtering systems as well as ensuring the proper functioning and maintenance of the network.
4. The building principals and district supervisors will be responsible for maintaining discipline in accordance with established Board policies including, but not limited to that involving The Use of Information Technology in Education (#6142.10).

### **C. Technical Services Provided through Network**

1. **E-mail:** E-mail will enable employees and students to communicate with people throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects.
2. **World Wide Web:** The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world.
3. **File Transfer Protocol (FTP):** FTP allows users to download large files and computer software.
4. **Newsgroups:** Newsgroups are discussion groups that are similar to mail lists. The District will provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.
5. **Internet Relay Chat (IRC):** IRC provides the capability of engaging in "real-time" discussions. The District will provide access to IRC only for specifically defined educational activities. (e.g., Netmeeting for distance learning projects.)
6. **Internet Content Filtering:** In accordance with the Children's Internet Protection Act (CIPA) and universal service requirements, the District will enforce a policy of Internet safety and put into operation measures to monitor the activities of minors and protect against network access to visual depictions that are obscene, child pornography or harmful to minors.

### **D. Access to the System**

1. **The District's Acceptable Use Policy** will govern all use of the District system by students and staff. Student use of the system will be governed by each building's disciplinary code. Employee use will be governed by District policy and the contractual agreement.

2. **Internet Access.** All District employees and students will have access to the Internet through the District's networked computers. Parents may specifically request that their child(ren) not be provided such access by notifying the District in writing indicating this request.
3. **Classroom E-mail Accounts.** Students will be granted e-mail access through classroom accounts. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing.
4. **Individual E-mail Accounts for Students.** Students may be provided with individual e-mail accounts by the Network Engineer for special projects approved by the administrative staff in accordance with established procedure. However, parents have the right to request in writing that their child(ren) not have an individual account.
5. **Individual E-mail Accounts for District Employees.** District employees will be provided with an individual account.

**E. Parental Notification and Responsibility**

1. On an annual basis, the District will notify the parents about the District network and its acceptable use. Parents may request in writing to the building principal that their child be denied access to the Internet. Parents may request alternative activities for their child(ren) that do not require Internet access.
2. Parents have the right at any time to investigate the contents of their child(ren)'s files including, but not limited to e-mail files. Parents have the right to request the termination of their child(ren)'s individual account at any time.
3. The District has web filtering software which filters most inappropriate material. There is a wide range of material available on the Internet and the District cannot guarantee that students will not access inappropriate material. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable to access through the District system.

**F. District Limitation of Liability**

1. The District makes no guarantees of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect.
2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service.

3. The District is not responsible for the accuracy or quality of the information obtained through the Internet.
4. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

**G. Due Process**

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District system.
2. In the event there is an allegation that a student has violated the District's Acceptable Use Policy, the student, and his/her parent as appropriate, will be informed of the alleged violation and have an opportunity to present an explanation before an administrator.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the building code, the violation will be handled in accordance with the applicable provision of this code.
  - a. A careful review and investigation will be conducted for each incident reported by a student, faculty member or other school employee, parent, or other relevant individual, to the school administration under the Board's policy 6142.10 The Use of Information Technology in Education. Based on the outcome of the investigation and the severity of the incident, appropriate disciplinary action will be administered.
  - b. Throughout the investigation and disciplinary actions which may result, all legal procedures of "due process" (Board policy 5144) shall be followed by the administrator(s).
  - c. Discipline may entail a verbal or written warning to the individual, a call to a parent/guardian or an in-school, after-school, noon-hour or Saturday detention as appropriate and consistent with the discipline code of the school in which the incident occurs. Suspension of one to ten days in length may be imposed depending on the severity and frequency of the offense. All the steps involving suspension of students (Board policy and regulations #5114) will be followed consistently.
  - d. Cases involving misuse of information technology may be forwarded to the Holmdel Township Police Department for further review and investigation. It must be noted that disciplinary actions imposed by the Holmdel administrator(s) do not preclude civil and/or criminal prosecution.

- e. Expulsion may be the action recommended by the administration and imposed by the Holmdel Township Board of Education in the case of extreme situations. All procedures contained in Board policy and regulations #5144 Suspension and Expulsion/Due Process will be followed.
  - f. A record of all disciplinary actions and reasons for these actions will be maintained by the school principal or his/her designee and used/reported in accordance with district policy as well as state and/or federal law.
4. Employee violations of the District's Acceptable Use Policy will be handled in accordance with District policy and the contractual agreement.

#### **H. Search and Seizure**

- 1. System users will not have an expectation of privacy for the contents of their personal files on the District system.
- 2. District employees should be aware that their files are considered public under state public records laws.
- 3. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District's Acceptable Use Policy, or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the contractual agreement. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
- 4. Students and staff will be made aware annually of the possibility of searches of files through the school handbooks.

#### **I. Copyright and Plagiarism**

- 1. District policies on copyright will govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
- 2. District policies on plagiarism will govern use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

#### **J. USE OF WEBSITES**

The Network Engineer, in cooperation with the Superintendent will establish a process and criteria for the development of websites and the posting of material.

1. **District Web Site.** The District will establish a web site and will develop web pages that present information about the District. The Network Engineer will be designated as the webmaster, responsible for the placement of obtained information and the removal of out-dated information.
2. **School or Class Web Pages.** Schools and classes may establish web pages that present information about the school or class activity. The webmaster will review what is to be presented on the web page. If necessary, further review will be provided by the principals, Director of Curriculum and Instruction, and the Superintendent.
3. **Extracurricular Organization Web Pages.** With the approval of the building principal, extracurricular organizations may establish web pages. The webmaster, in cooperation with the building principal, will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization web page must relate specifically to organization activities and will include only student-produced material. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the District."
4. **Web Pages for School-based Organizations.** School-based organizations including, but not limited to the Parent School Association (Village School), Parent Liaison Group (Indian Hill School), Parent Support Group (W.R. Satz School), Parent/Teacher/Student Organization (High School), Holmdel Alliance, Holmdel Creative Arts Association, High School Booster Club, Holmdel Schools Music Association, and Project Graduation, may establish web sites linked to the district web site in accordance with this policy and pending the approval of the building principal, Network Engineer and Superintendent of Schools.

**K. District Acceptable Use Policy**

1. Personal Safety on the Internet
  - a. Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone numbers, school address, home address, etc.
  - b. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
  - a. Users will not attempt to gain unauthorized access to the District network. This includes attempting to log in through another person's account or access another person's files.
  - b. Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.

c. Users will not use the District system to engage in any illegal act.

3. System Security

a. Users are responsible for the use of their individual account. They should take reasonable precautions to prevent others from access.

b. Users will immediately notify the Network Engineer if they have identified a possible security problem.

4. Inappropriate Language

a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

5. Unacceptable Activities

Users are not permitted to:

a. Send or display offensive messages or pictures;

b. Harass, insult or attack others;

c. Intentionally waste limited resources;

d. Download songs, games and other non-curriculum information;

e. Use a password other than their own; and/or

f. Utilize the network for banking, political lobbying, commercial ventures, union activities, gambling or personal purchases.

**Source:** Regular Board Meeting

**Date:** June 23, 1999

**Revised:** January 13, 2000

**Revised:** February 24, 2010





