

WORK SESSION/BUSINESS MEETING – SEPTMBER 10, 2008

1. Call To Order

The Board of Education, Township of Holmdel, met in Work Session/Business Meeting on Wednesday, September 10, 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 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 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.

3. 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 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.

4. Presentation - None

5. Approval of Minutes

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

Special Business Meeting – August 6, 2008

MOTION: Dr. Shelton SECOND: Dr. Tai VOTE: 9-0

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

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(a) Approval of Establishment of Job Description

Resolved: That the Board approve the establishment of the job description for Head of Maintenance and Grounds, as per attachment #2.

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

(b) Approval of Establishment of Positions

Resolved: That the Board approve the establishment of the position of Head of Maintenance and Grounds. [B]

Resolved: That the Board approve the establishment of an additional .1 Music/Chorus position, at Holmdel High School, effective September 1, 2008 through June 30, 2009, for the 2008-09 school year. [T]

Resolved: That the Board approve the establishment of the position of Energy Education/Manager, pursuant to the contract with Energy Education, Inc. and the Holmdel Township Board of Education. [B]

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

(c) Approval of Consultants

Resolved: That the Board approve Rick Laird as a consultant to provide Technology Teaching Services, retroactive to September 4, 2008, until further notice, at a per diem rate of \$ 275. [B]

Resolved: That the Board approve Jean Thompson as a consultant to provide Speech and Language Services, at W.R. Satz and Holmdel High Schools, two days per week, retroactive to September 2, 2008, through December 23, 2008, at an hourly rate of \$ 70. [B]

Resolved: That the Board approve Lisa Archipoli-Marchese as a consultant to provide Speech and Language Services, at Village School, two days per week, retroactive to September 2, 2008, through December 23, 2008, at an hourly rate of \$ 70. [B]

Resolved: That the Board approve Tina Freglette as a consultant to provide Speech and Language Services, at Village School, two days per week, retroactive to September 2, 2008, through December 23, 2008, at an hourly rate of \$ 70. [B]

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

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(d) Approval of Transfer of Funds

Resolved: That the Board approve the transfer of \$13,000 from Student Activities Account (PO #90-0044) to the W.R. Satz School Athletic Fund Checking Account. [T – To begin funding fall sports.]

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

(e) 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
9/25/08	Alston, Susan	Supervisor - HS	Chaperone Student Trip Dodge Poetry Festival	Stanhope, NJ	\$0.00
10/16/08	Alston, Susan	Supervisor - HS	Attend NJSSSA Meeting	Monroe, NJ	\$0.00
9/25/08	Grosso, Lauren	High School	Chaperone Student Trip Dodge Poetry Festival	Stanhope, NJ	\$0.00
9/11/08	Swensen, Eric	Director - HS	HSPA District Test Coordinator Training	Maple Shade, NJ	\$0.00
10/16/08	Panepinto, Jeanne	Central Office	2008 Visual Payroll Training	Eatontown, NJ	\$0.00
12/2/08	Harris, Lori	Central Office	2008 Visual Payroll Training	Eatontown, NJ	\$0.00
4/23/09	Rose-Dodge, Judith	Indian Hill School	Differentiating instruction in Math and Science	Eatontown, NJ	\$0.00
4/23/09	Walton, Judith	Indian Hill School	Differentiating instruction in Math and Science	Eatontown, NJ	\$0.00
5/21/09	Walton, Judith	Indian Hill School	Creating a Classroom Plan to Address Bullying, Teasing, Disrespect, Defiance and Anger	Eatontown, NJ	\$0.00
5/21/09	Rose-Dodge, Judith	Indian Hill School	Creating a Classroom Plan to Address Bullying, Teasing, Disrespect, Defiance and Anger	Eatontown, NJ	\$0.00
10/15/08	Kelly, Michael	Village School	Social Skills Training for the Classroom Teacher	Eatontown, NJ	\$0.00

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10/29/08	Kelly, Michael	Village School	Teaching Social Skills to Promote Friendship in the classroom	Eatontown, NJ	\$0.00
10/23/08	Wright, Shana	W.R. Satz School	Implementing a Response to Intervention Model	Atlantic City, NJ	\$238.00
10/2/2008 10/20/08 11/14/08	Wright, Shana	W.R. Satz School	The Curriculum Series consisting of 3 different workshops	Monroe Township, NJ	\$420.00
10/07/08 & 10/08/08	Lazar, Alana	High School	Art Education of NJ Fall Conference 2008	Somerset, NJ	\$179.05
10/07/08 & 10/08/08	Lagoa, Joan	High School	Art Education of NJ Fall Conference 2008	Somerset, NJ	\$142.65
10/07/08 & 10/08/08	King, Denise	W.R. Satz School	Art Education of NJ Fall Conference 2008	Somerset, NJ	\$178.00
11/13/08 & 11/14/08 & 11/15/08	Dempsey, Carol	Village School	NJASL Annual Fall Conference	East Brunswick, NJ	\$85.00
10/7/08	Givens, Suzanne	Village School	New Jersey APA Training	Monroe Township, NJ	\$0.00
10/23/08	Gill, Meryl	Admin - HS	Implementing a Response to Intervention Model	Atlantic City, NJ	\$238.00

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

(f) Recognition 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 recognize a trip to China on April 4 through April 13, 2009, for Holmdel students, in accordance with the information on file in the Office of the Superintendent and expenses are paid by students with no cost to the Board of Education. [This is a non-sponsored Board of Education trip.]

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

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8. a. Report of the Superintendent

The Superintendent reported on the following current student enrollment- 3,356

Village School.....	902	Wm. R. Satz School.....	554
Indian Hill School.....	799	High School.....	1,101

Highlights since our last board meeting:

- Opening day: All schools experienced a great opening, with a smooth start. Principals report staff did a wonderful job welcoming the children. Ms. Giacobbe extends a special thanks to all the PSA volunteers who helped escort kindergarten and first graders to their classrooms during the first few days of school.
- I want to thank the Transportation Department for a very smooth opening. They were instrumental in making the first few days a terrific success.
- Holmdel High School celebrated its 35th “birthday” on Friday, September 5th, opening its doors to approximately 700 students and 75 staff members for the first time on that date back in 1973. Back then, Richard Nixon was president, gas cost \$.39 cents a gallon, and Marvin Gaye’s “Let’s Get It On” was the #1 song in the land. Five staff members still remain from that opening day; congratulations to Mr. Benedict, Mr. Bryer, Ms. Garcia, Mr. Gardner, and Mr. Griesbach – our very own “Fab Five”!
- In a recent issue of *New Jersey Monthly* magazine, Holmdel High School was ranked 11th in the state. Our ranking went from 18 two years ago to 11 this year.

Activities towards meeting district goals:

- With regard to Character Education, three teachers from Village School (Jami Kenney, Hayley Mercedes, and Kara Devaney) attended a week-long training on Responsive Classroom at Colts Neck this summer. This information was turn-keyed to staff during a wonderful presentation on September 3rd.
- Mr. Schillaci and Mr. Saponaro discussed the school goals with their staff at the first faculty meeting to emphasize their push in the areas of technology, character education, and differentiated instruction.

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

8 a-1 Report of Student Representatives to the Board

Both student representatives reported out on student events.

MOTION: Show of Hands to Accept – All approved

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b. Personnel

(1) Authorization of Suspensions

Resolved: That the Board authorize the issuance of a suspension with pay to Linda Shorafa, Bus Driver, effective September 2, 2008 through September 10, 2008 and that the Board authorize the issuance of a suspension without pay for 60 days, effective September 11, 2008 and will return to work on November 10, 2008.

Resolved: That the Board authorize the issuance of a suspension without pay to Thomas Vicari, Bus Driver, effective September 15, 16, and 17, 2008.

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

(2) Appointment of Partial Position

Resolved: That the Board approve the appointment of Matthew Goetke to the position of an additional .1 Music Teacher - Chorus, Holmdel High School, effective September 1, 2008 through June 30, 2009, Step 8 BA, at a salary of \$54,623 (prorated). [T]

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

(3) Acceptance of Resignations

Resolved: That the Board accept with regret, the resignation of Laura Salabritas, Special Education Monitor, effective September 1, 2008.

Resolved: That the Board accept with regret, the resignation of May Garcia, Lunchroom/Playground Aide, Village School, effective September 12, 2008.

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

(4) Approval of Transfer

Resolved: That the Board approve the transfer of Nicole Holota from Teacher of Students with Disabilities - Preschool Disabled Program to Teacher of Students with Disabilities – ICR/Resource Teacher, Village School, effective September 1, 2008. [B – Replaces Maria Drakos - retired]

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

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(5) Approval of Adjustment to Position

Resolved: That the Board approve the following adjustment to the position for Grace Grana, Village School, retroactive to September 9, 2008 through June 30, 2009: [T]

From: Before School Monitor and Lunchroom Playground Aide
To: Before and After School Monitor and Lunchroom
Playground Aide

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

(6) Approval of Student Teacher/Field Experience/Observation

Resolved: That the Board approve Christina Bachar for field experience, effective September 2, 2008 through January 15, 2009, and as a student teacher, effective January 20, 2009 through May 1, 2009 at Holmdel High School in the area of Mathematics Education. The cooperating teacher will be Christine McKeever.

Resolved: That the Board approve Colin Hart as a student teacher, effective September 4, 2008 through October 20, 2008 at Holmdel High School in the area of Health and Physical Education. The cooperating teacher will be Howard Edwards.

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

(7) Approval of Adjustment to Increment Level

Resolved: That the Board approve the following adjustment in increment level, retroactive to September 1, 2008: [B]

- McCarthy, Kevin
From 14 MA
To: 14 MA + 15

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

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

Resolved: That the Board approve the appointment of the following as day-to-day substitute teachers, effective September 11, 2008, for the 2008-09 school year, pending the criminal history review of the State of NJ: [B]

- Campanella, Marilia
- Papalia, Frank
- O'Connor, Barbara

Resolved: That the Board approve the appointment of the following as a day-to-day substitute nurse assistant and special education monitor, effective September the State of NJ: [B]

- Juarez, Denise

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Resolved: That the Board approve the appointment of the following as a day-to-day substitute special education monitor, effective September 11, 2008, for the 2008-09 school year, pending the criminal history review of the State of NJ: [B]

- Fazzolari, Margie
- Fok, Heather

Resolved: That the Board approve the appointment of the following as a day-to-day clerical substitute, effective September 11, 2008, for the 2008-09 school year, pending the criminal history review of the State of NJ: [B]

- Porto, Marissa

MOTION: Dr. Tai 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: 9900020, 14503065, 9900060, 18800412, and 9300698, as per attachment #1.

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

(2) 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 \$ 1,975. This contract is inclusive of all related support services from July 1, 2008 through August 30, 2008. Transportation will also be provided by the Metuchen Board of Education. [B]

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

(3) Approval of Tuition Contract Agreement between Metuchen Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve a tuition student to attend the visually impaired class at Village School at a tuition rate of \$ 69,900. This contract is inclusive of all related support services from September 1, 2008 through June 30, 2009. Transportation will also be provided by the Metuchen Board of Education. [B]

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

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(4) Approval of Exchange Student

Resolved: That the Board approve an exchange student to attend Holmdel High School, retroactive to September 4, 2008 through June 30, 2009. This student is part of the Partnership International Program.

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

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

a. Approval of Discarding Surplus Textbooks – Holmdel High School

Resolved: That the Board approve the discarding of the following surplus/obsolete textbooks no longer in use at the Holmdel High School.

Title: Themes in World Literature

English 3 (HHS)

Editors: George P. Elliott, Phillip McFarland, Harvey Granite, Morse Peckham

Publisher: Houghton Mifflin Company

Year: 1989

Approximately 70 copies

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

b. Approval of Tuition Contract with Monmouth County Vocational School District for the 2008-2009 School Year

Resolved: That the Board approve a tuition contract between the Monmouth County Vocational School District, 400 Kozloski Road, Freehold, NJ 07728 and the Holmdel Township Board of Education for the 2008-2009 school year for various special and regular education students, on file in the office of the Business Administrator/Board Secretary.

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

c. Acceptance/Approval of Initial Chapter 192-193 Funding

Resolved: That the Board accept/approve initial funding under the provision of chapter 192-193 (2008/2009) as follows: Attachment 9-c.

Chapter 192-193 Handicapped Services

Initial 2008-2009 Entitlement \$262,343.00

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

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d. Ratification of Application for Use of School Facilities – Non Profit Non Holmdel Monmouth County Parks System

Resolved: That the Board ratify the attached Application to Use School Facilities submitted by Monmouth County Parks System listed below:

Monmouth County Parks System 805 Newman Springs Rd Lincroft NJ 07728	High School Auditorium	Wednesday	Play	8-13-08	4:00 PM - 10:00PM	\$1,060.00
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MOTION: Ms. Garrity SECOND: Dr. Tai VOTE: 9-0

e. Approval of Applications for Use of School Facilities By Various Groups

Resolved: That the Board approve Applications for Use of Facilities by Various Groups as follows:

Princeton Review 252 Nassau St Princeton NJ	High School	Weekdays Saturdays	SAT Prep Course	9-22-08 10-2-08	6:00PM - 9:00PM	\$2,758.00
Educational Services 2 Louis Street Monsey NY	High School	Weekdays Saturdays	SAT Prep Course	9-22-08 10-29-08	6:30PM- 9:30PM	\$840.00
Steve Balzarini Test Prep 24 Bedle Road Hazlet NJ	High School	Weekdays	SAT Prep Course	9-22-08 10-29-08	6:00PM - 9:00PM	\$1,260.00

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: Dr. Tai VOTE: 9-0

f. Receipt of Bids for Reconditioning of Athletic Equipment Bid # 09-05

Resolved : That the Board pursuant to requirements of Tile 18:A:18A-4 received the following bids for Bid # 09-05 Reconditioning of Athletic Equipment as follows on attachment 9f

Vendor	Bid Amount
Riddell 668 Sugar Lane Elyria OH	Attachment 9f
Bethlehem Sporting 826 Monocy St Bethlehem PA 18018	Attachment 9f

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

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g. Award of Bid for Reconditioning of Athletic Equipment Bid # 09-05

Resolved : That the Board pursuant to requirements of Tile 18:A:18A-4 award the following bid for Bid # 09-05 Reconditioning of Athletic Equipment as follows on attachment 9g

Vendor	Bid Amount
Riddell 668 Sugar Lane Elyria OH	Attachment 9g

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

h. Approval of Budget Transfers – 2008/2009

Resolved: That the Board approve the 2008/2009 budget transfers as listed on attachment T-09-05.

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

i. Approval of Monthly Certification

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

j. Approval of Business Administrator/Board Secretary’s Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending July 31, 2008, is hereby approved and the Business Administrator/Board Secretary is instructed to file same.

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

k. Approval of Treasurer’s Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending July 31, 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: Dr. Tai VOTE: 9-0

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10. Old Business

Ana Vander Woude gave an update regarding the status of “Alpha Company” who have returned from overseas. She is working with the Township to set up a ceremony to honor/celebrate “Alpha Company”.

11. New Business None

12. Questions from the Public

Mrs. Daley commented positively regarding the new wind screen on the tennis courts at the High School.

13. Business Work Session

I. Committee Report(s):

Township Recreation Liaison	Mrs. Wetmore
Holmdel Foundation Liaison	Mrs. Wetmore
Buildings and Grounds Committee	Mrs. Wetmore

II. Discuss and Develop 2008/2009 Board Goals:

Barbara Garrity commented that the 2007/2008 Board Goals # 3 & 4 should remain and would like to add one on the Superintendent’s Evaluation process.

Jim Shelton supported Barbara Garrity’s comments and thinks that all of the 2007/2008 goals should remain.

Ana Vander Woude inquired if negotiations should be a Board Goal for 2008/2009. However, the Board consensus was that would not be appropriate.

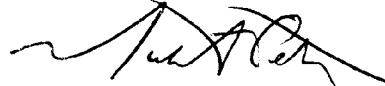
Frank Luccarelli recommended that the Board review the existing 2007/2008 Board Goals and discuss further at the next meeting.

14. Executive Session (if required) None

15. Adjournment

By a unanimous voice vote the Board adjourned at 8:36 p.m.

Respectfully submitted,



Michael R. Petrizzo
Business Administrator/Board Secretary