

REGULAR BUSINESS MEETING SEPTEMBER 30, 2009

1. Call to Order

The Board of Education, Township of Holmdel, met in Regular Business Meeting on Wednesday, September 30, 2009, in the library, Wm. R. Satz School 24 Crawford's Corner Road, Holmdel, New Jersey. The meeting was called to order at 8:00 p.m., prevailing time, by Dr. Ray M. Tai, President of the Board.

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

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)

Financial Enhancements: Summer Academic Enrichment Program – Mr. Dangler, Director

5. Approval of Minutes None
- 6a. Questions from the Public (Agenda Items) None
- 6b. Committee Reports (s)

The following committee reports were given:

| | |
|------------------------------------|-------------|
| Buildings & Grounds Committee | Mr. Collins |
| Curriculum & Instruction Committee | Mr. Collins |
| Budget & Finance Committee | Ms. Garrity |

7. Committee of the Whole

(a) Acceptance of Addendums to Memorandum of Agreement

Resolved: That the Board accept the following addendums to the Update to Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, as per Attachment #1, Addendum #1

Discussion: Mr. Katz, Holmdel High School Vice-Principal was present to provide detail to Addendum #1.

Mr. Collins expressed concern regarding the timing for receiving this information and inquired why this did not go through committee level first.

Mrs. Vander Woude expressed concern that this practice represents a double penalty system to the students. Although, her primary concern is the safety of the students, she has issues with over governing at the state level along with privacy concerns.

Dr. Tai stated that he did not feel it was a double penalty, but it was further educating the student on how important these issues are.

Ms. Garrity, Mrs. Wetmore and Mrs. Liu supported Dr. Tai's comments regarding educational reinforcement.

Mrs. Wetmore also stated that there has been a lot of discussion with the High School Administration, parents, parent groups and student body regarding this matter. The program had been presented to all the constituents over a span of time.

Dr. Shelton requested an interpretation of notification.

Mrs. Liu felt that driving is a privilege and not a right and thanked the school administration for their efforts to keep the students safe.

Student Representative Nikhita Prasanna and Niriksha Kannan both provided their support for this program. They also stated how important the education reinforcement is, since many students are still very immature and do not take the responsibility of driving seriously enough.

Public comments:

Mr. Lipmann stated that he thinks this is a great program. However, he has a concern with the school penalizing the student if the student is contesting the ticket/violation. He feels there should be a consideration for an appeal process (if applicable).

Mr. Platt stated that he was a police officer and strongly supported this program.

Mr. Collins made a motion seconded by Ms. Garrity to table the resolution. The following roll call vote was taken:

MOTION: Mr. Collins SECOND: Ms. Garrity VOTE: 3-4

AYES: Mrs. Vander Woude, Mr. Collins and Dr. Shelton

NAYS: Dr. Tai, Ms. Garrity, Mrs. Wetmore and Mrs. Liu

ABSENT: Ms. Hartnett and Mr. Burke

MOTION: Did not pass

Dr. Shelton made a motion seconded by Ms. Garrity to amended Addendum #1. The following roll call vote was taken:

MOTION: Dr. Shelton SECOND: Ms. Garrity VOTE: 4-3

AYES: Dr. Tai, Ms. Garrity, Mrs. Vander Woude and Dr. Shelton

NAYS: Mrs. Wetmore, Mr. Collins and Mrs. Liu

ABSENT: Ms. Hartnett and Mr. Burke

Mr. Collins made a motion seconded by Ms. Garrity to approve the resolution as amended. The following roll call vote was taken:

MOTION: Mr. Collins SECOND: Ms. Garrity VOTE: 5-2

AYES: Dr. Tai, Ms. Garrity, Mrs. Wetmore, Mr. Collins and Mrs. Liu

NAYS: Mrs. Vander Woude and Dr. Shelton

ABSENT: Ms. Hartnett and Mr. Burke

Resolved: That the Board approve the following addendums to the Update to Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, as per Attachment #1, Addendum #2

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(b) Approval of the Revised Curriculum List for the 2009-2010 School Year

Resolved: That the Board approve the revised curriculum list to reflect the 2004 standards for the 2009-2010 school year. [B]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(c) Approval of Adoption of Curriculum Guides

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

Algebra 2
AP Computer Science
AP Macroeconomics
Art 1
Art 2
Calculus
Ceramics 1
Ceramics 2

Computer Animation
 High School Symphonic Band, Grades 9-12
 Honors Algebra 1, Grade 8
 Honors Introduction to Organic Chemistry
 Honors Physics
 Introduction to Computer Science
 Italian 3
 Marine Science
 Physical Education, Grades 9-12
 Public Speaking
 Sociology
 Writing Workshop, Grade 7

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

(d) Approval of Consultant

Resolved: That the Board approve Cecille C. Augusta, PT, DPT, as a consultant for physical therapy, effective October 1, 2009, at an hourly rate of \$75, pending the criminal history review of the State of NJ [B]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

(e) Adoption of Policy – First Reading

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

| | | |
|------------------|--------|--------------------|
| File Code 5131.5 | Policy | Vandalism/Violence |
|------------------|--------|--------------------|

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

(f) Adoption of Policy – Second Public Reading

Resolved: That the Board adopt the following policy, and hereby designate this as the second and final public reading, Attachment #3:

| | | |
|-------------------|--------|--|
| File Code 3511 | Policy | School Vehicle Assignment, Use, Tracking, Maintenance and Accounting |
| File Code 5141.4 | Policy | Child Abuse and Neglect |
| File Code 5141.22 | Policy | Life-Threatening Allergies |

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

(g) Adoption of Regulation and Exhibit

Resolved: That the Board adopt the following regulation and exhibit, and hereby designate this as the first and only public reading, as per Attachment #4:

| | | |
|------------------|------------|-------------------------|
| File Code 5141.4 | Regulation | Child Abuse and Neglect |
| File Code 5141.4 | Exhibit | Child Abuse and Neglect |

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(h) Approval of Student Trips

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

Resolved: That the Board approve a trip to the Majestic Theatre, New York City, for the Creative Arts students to see *Phantom of the Opera* on October 28, 2009, at no cost to the Board of Education. Students will cover expenses.

Resolved: That the Board approve a trip to the Majestic Theatre, New York City, for the Creative Arts students to see *Phantom of the Opera* on January 13, 2010, at no cost to the Board of Education. Students will cover expenses.

Resolved: That the Board approve a trip to the Majestic Theatre, New York City, for the Creative Arts students to see *Phantom of the Opera* on March 24, 2010, at no cost to the Board of Education. Students will cover expenses.

Resolved: That the Board approve a trip to the Majestic Theatre, New York City, for the Creative Arts students to see *Phantom of the Opera* on June 9, 2010, at no cost to the Board of Education. Students will cover expenses.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(i) 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 Greece on March 25 through April 4, 2010, for the Holmdel High School 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.]

Discussion: Mrs. Duncan explained the details of this trip to the Board members.

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

(j) Acceptance of Donations

Resolved: That the Board accept with gratitude a non-monetary donation of 20 boxes of copy paper, (estimated cost \$770) from the Jersey Shore Chinese School, to be used by W.R. Satz School. [D]

Resolved: That the Board accept with gratitude a monetary donation of \$7,500 to be used toward the purchase and installation of a bathroom trailer unit at the Roggy Field, from the Holmdel High School Booster Club. [D]

Resolved: That the Board accept with gratitude a monetary donation of \$5,000 to be used toward the purchase and installation of a bathroom trailer unit at the Roggy Field, from Holmdel Pop Warner. [D]

Resolved: That the Board accept with gratitude a monetary donation of up to \$5,000 to be used toward the purchase and installation of a bathroom trailer unit at the Roggy Field, from the Holmdel High School Football and Cheerleading Parents Association. [D]

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(k) 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/ Mileage |
|----------|---------------------|---------------------------|---|------------------|------------------|
| 10/27/09 | Alston, Susan | Administrator-High School | NJ Council for Social Studies Annual Conference | Piscataway, NJ | \$65.00 |
| 10/22/09 | Alston, Susan | Administrator-High School | Learnia Advisory Committee Meeting | Robbinsville, NJ | \$0.00 |
| 10/21/09 | Baldino, Rebecca | Village School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 10/19/09 | Barbara, Christine | Village School | NJ School Counselor Association Fall Conference | Long Branch, NJ | \$110.00 |
| 10/21/09 | Bradley, Kathleen | Indian Hill School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 10/20/09 | Bradley, Kathleen | Indian Hill School | 911 Terrorism Curriculum Guides Pilot Program | Jersey City, NJ | \$0.00 |
| 10/13/09 | Bradley, Kathleen | Indian Hill School | NJ Science Convention | Somerset, NJ | \$95.00 |
| 10/21/09 | Cancillieri, Doreen | Village School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |

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|----------|---------------------------|--------------------|--|------------------|----------|
| 10/16/09 | Constantarakos, Voula | Village School | Functional Analysis & Treatment of Aberrant Behavior in Autism | Caldwell, NJ | \$125.00 |
| 10/7/09 | Coticelli, Doreen | High School | Transition: A Collaborative Approach | East Orange, NJ | \$0.00 |
| 9/24/09 | Coticelli, Doreen | High School | NJ APA Administrator Training | West Windsor, NJ | \$0.00 |
| 10/21/09 | Dante, Steven | High School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 10/7/09 | DePasquale, Deborah | W.R. Satz School | School-to-Careers Transition: Services for Students | East Orange, NJ | \$0.00 |
| 9/24/09 | DePasquale, Deborah | High School | NJ APA Administrator Training | West Windsor, NJ | \$0.00 |
| 10/15/09 | Dolan, Maidie | Indian Hill School | Paraprofessional Training: Shadowing Students with Autism in the Lest Restricted Environment | Eatontown, NJ | \$0.00 |
| 12/10/09 | Dolan, Maidie | Indian Hill School | Supporting Students with Autism in a Self contained Classroom: A Team Approach | Eatontown, NJ | \$0.00 |
| 11/19/09 | Fleming-Commisso, Colette | High School | Financial Aid Workshop | Lakewood, NJ | \$0.00 |
| 10/16/09 | Frank, Katie | Village School | Functional Analysis & Treatment of Aberrant Behavior in Autism | Caldwell, NJ | \$125.00 |
| 10/21/09 | Gallooly, Linda | W.R. Satz School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 10/27/09 | Gurney, David | High School | NJCSS Annual Conference NJCSS - Role of Social Studies in a Democratic Society | Piscataway, NJ | \$50.00 |
| 10/21/09 | Hanson, Lauren | High School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 10/14/09 | Hoheb, Elizabeth | High School | NJ Science Convention | Somerset, NJ | \$112.67 |
| 10/21/09 | Holota, Nicole | Village School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 10/20/09 | Jasperse, Colleen | Indian Hill School | 911 Terrorism Curriculum Guides Pilot Program | Jersey City, NJ | \$0.00 |
| 10/22/09 | Jasperse, Colleen | Indian Hill School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 10/7/09 | Jaume, Elena | Central Office | PowerSchool User Group Meeting | Rahway, NJ | \$12.52 |
| 10/21/09 | Kapoor, Jaishree | W.R. Satz School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |

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|-------------------|-------------------------------|------------------------------|--|------------------|----------|
| 10/27/09 | Kousoulis, Marie | High School | NJCSS Annual Conference NJCSS - Role of Social Studies in a Democratic Society | Piscataway, NJ | \$50.00 |
| 10/29/09 | Lawlor, Jo | Indian Hill School | Improving Social Skills for Students with ASD | Eatontown, NJ | \$0.00 |
| 11/12/09 | Lawlor, Jo | Indian Hill School | Intro to Smartboard | Eatontown, NJ | \$0.00 |
| 12/3/09 | Lawlor, Jo | Indian Hill School | Skills Streaming (K-12) | Eatontown, NJ | \$0.00 |
| 4/22/10 | Lawlor, Jo | Indian Hill School | Asperger's Syndrome - Chemical Features & Intervention Guidelines | Eatontown, NJ | \$0.00 |
| 5/27/10 | Lawlor, Jo | Indian Hill School | How to Build a Social Skills Program for Students with Disabilities | Eatontown, NJ | \$0.00 |
| 10/6/09 & 10/7/09 | Ledford, Dionne | Administrator-Village School | Professional Learning Communities - Best Practices | Somerset, NJ | \$425.00 |
| 10/16/09 | Lieberman, Beth | Village School | Functional Analysis & Treatment of Aberrant Behavior in Autism | Caldwell, NJ | \$125.00 |
| 11/18/09 | Longo, Marjorie | Village School | Interdistrict Meetings to Collaborate with Other Speech Therapists. | Marlboro, NJ | \$0.00 |
| 1/6/10 | Longo, Marjorie | Village School | Interdistrict Meetings to Collaborate with Other Speech Therapists. | Marlboro, NJ | \$0.00 |
| 3/3/10 | Longo, Marjorie | Village School | Interdistrict Meetings to Collaborate with Other Speech Therapists. | Marlboro, NJ | \$0.00 |
| 9/24/09 | Marzigliano, Cheryl | Indian Hill School | NJ APA Administrator Training | West Windsor, NJ | \$0.00 |
| 11/19/09 | Melillo, Denise | High School | Financial Aid Workshop | Lakewood, NJ | \$0.00 |
| 10/21/09 | Pallitto-Polocinski, Jennifer | Indian Hill School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 12/4/09 & 2/5/10 | Peters, Jacqueline | High School | Foreign Language Two-Part Workshop Series on Assessment | Edison, NJ | \$0.00 |
| 10/2/09 | Rafferty, Colette | W.R. Satz School | Coccia Institute (Teaching Italian Symposium: Writing | Montclair, NJ | \$50.00 |

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|----------|-------------------|--------------------|---|-----------------|----------|
| 5/27/10 | Rath, Vivian | Indian Hill School | How to Build a Social Skills Program for Students with Disabilities | Eatontown, NJ | \$0.00 |
| 10/22/09 | Rath, Vivian | Indian Hill School | Anxiety Disorders in Students: How to Spot it and What to Do | Eatontown, NJ | \$0.00 |
| 10/21/09 | Rogers, Jennifer | W.R. Satz School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 12/1/09 | Santiago, Michael | W.R. Satz School | Special Education/ Mathematics - Preparing for 2009 Revised Standards | Monroe, NJ | \$150.00 |
| 12/1/09 | Semanchick, Beth | Village School | Autism Spectrum Disorders | Freehold, NJ | \$85.00 |
| 10/21/09 | Siegel, Melissa | Village School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 10/7/09 | Sweetman, Jean | High School | Transition: A Collaborative Approach | East Orange, NJ | \$0.00 |
| 10/15/09 | Thomas, Pat | Indian Hill School | Paraprofessional Training: Shadowing Students with Autism in the Least Restricted Environment | Eatontown, NJ | \$0.00 |
| 12/10/09 | Thomas, Pat | Indian Hill School | Supporting Students with Autism in a Self contained Classroom: A Team Approach | Eatontown, NJ | \$0.00 |
| 10/21/09 | Wagner, Barbara | Indian Hill School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 10/22/09 | Watts, Robin | Indian Hill School | USHMM - Holocaust Museum | Washington, DC | \$0.00 |
| 11/18/09 | Anthony, Barbara | Village School | Interdistrict Meetings to Collaborate with other Speech Therapists. | Marlboro, NJ | \$0.00 |
| 1/6/10 | Anthony, Barbara | Village School | Interdistrict Meetings to Collaborate with other Speech Therapists. | Marlboro, NJ | \$0.00 |
| 2/3/10 | Anthony, Barbara | Village School | Interdistrict Meetings to Collaborate with other Speech Therapists. | Marlboro, NJ | \$0.00 |
| 10/20/09 | Antoniotti, Kim | Village School | PLC Differentiated Instruction for Inclusion Classroom | Eatontown, NJ | \$0.00 |

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|----------|------------------|--------------------|---|------------------|--------|
| 10/20/09 | Barry, Ann Marie | Village School | AD/HD Challenge - Sharpening Intervention Skills | Eatontown, NJ | \$0.00 |
| 5/27/09 | Barry, Ann Marie | Village School | How to Build a Social Skills Program for Students with Disabilities | Eatontown, NJ | \$0.00 |
| 10/7/09 | Clark, Amy | High School | Transition: A Collaborative Approach | East Orange, NJ | \$0.00 |
| 4/20/10 | Farinella, Maria | Indian Hill School | Differentiating Instruction using Tiered Assignments | Eatontown, NJ | \$0.00 |
| 10/22/09 | Farinella, Maria | Indian Hill School | Anxiety Disorders in Students | Eatontown, NJ | \$0.00 |
| 12/2/09 | Farinella, Maria | Indian Hill School | Positive Behavioral Interventions | Eatontown, NJ | \$0.00 |
| 10/29/09 | Meillo, Denise | High School | Information Workshops for Students with Disabilities | Lincroft, NJ | \$0.00 |
| 11/18/09 | Rosen, Barbara | Village School | Interdistrict Meetings to Collaborate with other Speech Therapists. | Marlboro, NJ | \$0.00 |
| 1/6/10 | Rosen, Barbara | Village School | Interdistrict Meetings to Collaborate with other SpeecTherapists. | Marlboro, NJ | \$0.00 |
| 3/3/10 | Rosen, Barbara | Village School | Interdistrict Meetings to Collaborate with other Speech Therapists. | Marlboro, NJ | \$0.00 |
| 12/2/09 | Rossitto, Katie | Indian Hill School | Positive Behavioral Interventions | Eatontown, NJ | \$0.00 |
| 10/22/09 | Rossitto, Katie | Indian Hill School | Anxiety Disorders in Students | Eatontown, NJ | \$0.00 |
| 4/21/10 | Rossitto, Katie | Indian Hill School | Differentiating Instruction using Tiered Assignments | Eatontown, NJ | \$0.00 |
| 10/7/09 | Thompson, Jean | Satz/High School | Transition: A Collaborative Approach | East Orange, NJ | \$0.00 |
| 12/10/09 | Tosk, Cheryl | W.R. Satz | One Size Does Not Fit All | Robbinsville, NJ | \$0.00 |

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

8a. Report of the Superintendent

The Superintendent reported on the following current student enrollment - 3,288

| | | | |
|-------------------------|-----|-------------------------|-------|
| Village School..... | 907 | Wm. R. Satz School..... | 545 |
| Indian Hill School..... | 773 | High School..... | 1,063 |

Highlights since our last board meeting:

- Principal Giacobbe of Village School reports that the 3rd grade teachers have begun implementing Learnia testing in the computer labs. Five 3rd grade teachers have implemented Reader's Workshop this year and it is going great! Grades K-2 are being trained and are administering Running Records with all of their students in order to better meet the needs of the readers in their classes.
- Principal Schillaci of Indian Hill School reports that all continues to run smoothly at Indian Hill. They would like thank the parents and staff for a great round of Back to School Nights. It was wonderful to see so many smiling faces and receive such good feedback to start off the year. They also had a wonderful "Welcome Back" lunch for their staff hosted by the PLG. The PLG did a great job, and their support is always greatly appreciated.

Progress Towards Meeting District Goals:

Indian Hill has continued to move forward with all three of their building initiatives. The Morning Meeting continues to be a priority for their Character Education goal. They have a good deal of new technology in the building that has been scooped up and put to use for student learning. They are also continuing their focus on differentiated instruction with Learnia underway to assess the needs of the students early on in the school year. Additionally, Susan Alston and Principal Schillaci have identified some workshops in December where they will be sending staff out to reinforce differentiated instruction in the areas of reading and writing.

- A group of Satz teachers are exploring and implementing greater integration of technology into the routines of the Middle School day.

8a-1 Report of Student Representatives to the Board

Both student representatives reported out on student matters.

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 and Mr. Burke

8b. Personnel

(1) Approval of Amended Leaves of Absence

Resolved: That the Board approve an amended leave of absence for Kathleen Klinger, 6th Grade Teacher, Indian Hill School, with benefits as follows:

- Effective September 8, 2009 through September 30, 2009 using 16 sick days and May 13, 2010 through May 18, 2010 using 4 personal days (utilized in conjunction with PFLA)
- Family and Medical Leave (FMLA) from October 1, 2009 through December 23, 2009 (unpaid)
- Medical Leave from December 24, 2009 through February 17, 2010 (unpaid)
- New Jersey Family Leave (NJFLA) from February 18, 2010 through May 12, 2010
- Paid Family Leave Act (PFLA) from May 13, 2010 through June 23, 2010 (paid by State of New Jersey; subject to State approval)

Resolved: That the Board approve an amended leave of absence for Amanda Rein, Social Studies Teacher, Holmdel High School, without benefits as follows:

- Effective October 5, 2009 through October 8, 2009 using 4 personal days and October 9, 2009 through December 4, 2009 using 37 sick days (paid)
- New Jersey Family Leave (NJFLA) and Family and Medical Leave (FMLA) from December 5, 2009 through February 26, 2010 (unpaid)
- Paid Family Leave Act (PFLA) from February 27, 2010 through April 5, 2010 (paid by State of New Jersey; subject to State approval)

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(2) Appointment of Personnel – Non-Certificated Staff

Resolved: That the Board approve the appointment of Christine DiModica to the position of part time Special Education Monitor, Village School, retroactive to September 11, 2009 through June 30, 2010, from 1:00 p.m. through 1:45 p.m., one period a day, at a salary of \$19.13 per period, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

Resolved: That the Board approve the appointment of Jonathan Costello to the position of Special Education Monitor, on an as needed basis for the swim team, retroactive to September 1, 2009 through June 30, 2010, at a salary of \$25.51 per hour, with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

Resolved: That the Board approve the appointment of Mary Ann Marino, to the position of part-time Special Education Monitor, Village School, on an as needed basis, retroactive to September 29, 2009 through June 30, 2010, at a salary of \$25.51 per hour (prorated if necessary), with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(3) Appointment of Prime Time Staff

Resolved: That the Board approve the appointment of the following Prime Time staff for the 2009-2010 school year: [The Prime Time Program is completely funded by tuition and operates at no cost to the Board of Education.]

| Position/ School | Name | Hourly Wage |
|---|------------------|-------------|
| Prime Time Program Coordinator (Camp-IH) | Jennifer Lavezzo | \$32 |
| | | |
| Prime Time Program Staff Member | Teri Aniello | \$26 |
| | Carolyn Bongo | \$26 |
| | Patricia Caruso | \$26 |
| | Ann Condon | \$26 |

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

(4) Approval of Amendment to the Appointment of a Temporary Leave Replacement

Resolved: That the Board approve the amendment to the appointment of Salvatore Guastella to the position of Temporary Leave Replacement, Social Studies Teacher, Holmdel High School, step 1 MA, at a salary of \$55,855 (prorated), with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA, as follows. [B – Replaces A. Rein - Leave]

From: Effective October 7, 2009 through April 7, 2010
 To: Effective October 1, 2009 through April 7, 2010

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

(5) Approval of Amendment to the Appointment of a Part-Time Special Education Monitor

Resolved: That the Board approve the amendment to the appointment of Grace Grana, to the position of part-time Special Education Monitor, Village School, from one period per day to an as needed basis,, retroactive to September 29, 2009 through June 30, 2010, at a salary of \$25.51 per hour (prorated if necessary), with salary for 2009-2010 school year to be dependent upon completion of negotiations with the HTEA. [B]

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

(6) Approval of Volunteer

Resolved: That the Board approve Alan McCafferty as a Volunteer Coach for Boys Cross Country, for the Fall 2009 season.

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

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

Resolved: That the Board approve Joseph Moschella for 20 hours of observation, retroactive September 28, 2009 through November 23, 2009, at Indian Hill School, in the area of Physical Education. The cooperating teacher will be Chris Wagner.

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(8) Approval of Administrative Internship

Resolved: That the Board approve an administrative internship for Deirde Varga for 150 hours of field work, through Kean University for the Spring Semester. The cooperating administrator will be Elizabeth Giacobbe. There will be no cost to the Board.

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(9) Approval of Leave of Absence

Resolved: That the Board approve a leave of absence for Meredith Thomas, Music Teacher, Village School and W.R. Satz School, with benefits as follows:

- Effective November 16, 2009 through January 11, 2010 using 32 sick days and January 12, 2010 through January 15, 2010 using 4 personal days
- New Jersey Family Leave (NJFLA) and Family and Medical Leave (FMLA) from January 16, 2010 through April 9, 2010 (unpaid)
- Paid Family Leave Act (PFLA – paid by State, subject to State’s approval), from April 10, 2010 through May 21, 2010

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(10) Appointment of Day-To-Day Substitute Teacher

Resolved: That the Board approve the appointment of the following as a day-to-day substitute teacher, effective October 1, 2009 through June 30, 2010. [B]

Anthony Perri

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(11) Appointment of Day-To-Day Substitute Special Education Monitor

Resolved: That the Board approve the appointment of the following as a day-to-day substitute special education monitor, effective October 1, 2009 through June 30, 2010: [B]

Sara Lapore

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

(12) Appointment of Day-To-Day Substitute Bus Monitor

Resolved: That the Board approve the appointment of the following as a day-to-day substitute bus monitor, effective October 1, 2009 through June 30, 2010. [B]

Susan Bernich

MOTION: Mr. Collins SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

c. Student Matters

(1) Approval of Student Placements

Resolved: That the Board approve the placements for the following students:

In-District Placements

| Meeting Date | Student ID | Services | Classification | Cost |
|--------------|------------|---------------------|----------------|----------------|
| n/a | 6994223980 | Home Instruction | n/a | \$56.00/hour |
| n/a | 5007033570 | Home Instruction | n/a | \$56/00 hour |
| n/a | 13501720 | Home Instruction | n/a | \$56.00/hour |
| 5/5/2009 | 9118475958 | Mobility evaluation | MD | \$525.00 total |

Out-of-District Placements

| Meeting Date | Student ID | Services | Classification | Cost |
|--------------|------------|-------------------|----------------|------------|
| 6/4/2009 | 3737936836 | Teacher Assistant | MD | \$2,600.00 |

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

(2) Approval of Shared Services Agreement for a Personal Paraprofessional between South River Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve a shared services agreement for a Personal Paraprofessional between the South River Board of Education and the Holmdel Township Board of Education, as on file in the office of the Business Administrator/Board Secretary.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

(3) Approval of Contract Agreement between the Daytop Treatment Facility and the Holmdel Township Board of Education

Resolved: That the Board approve a regular education student to attend the Daytop Treatment Facility in Mendham, NJ, at a rate of \$108.00 per day, retroactive to September 29, 2009 until further notice.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

9. Business Administrator/Board Secretary's Report and Recommendationsa. Approval to Purchase Electric Generation Services Through The Alliance for Competitive Energy Services ("ACES") Bid Cooperative Pricing System ID#E8801-ACESCPS and the Holmdel Township Board of Education

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* ("EDECA") and the regulations promulgated hereunder; and

WHEREAS, the Holmdel Township Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2014 hereinafter referred to as "Effective Period") issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, THEREFORE, BE IT RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2014 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

- b. Approval to Purchase Natural Gas Supply Services Through The Alliance for Competitive Energy Services ("ACES") Bid Cooperative Pricing System ID#E8801-ACESCPS and the Holmdel Township Board of Education

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. ("EDECA") and the regulations promulgated hereunder; and

WHEREAS, the Holmdel Township Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2014, hereinafter referred to as "Effective Period") issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2014 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
Absent : Ms. Hartnett and Mr. Burke

c. Approval of Tetra Tech Architects & Engineers Consultants for E-rate Funding

Resolved: That the Board approve Tetra Tech Architects & Engineers as Consultants for E-rate Funding for the 2009/2010 school year. On file in the office of the Business Administrator/Board Secretary

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

d. Approval of Additional Chapter 192-193 Funding

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

Chapter 192-193 Funding

| | |
|---|--------------|
| Additional Chapter 192-193 Funding | \$ 15,415.00 |
| Revised (2009/2010) Entitlement (9/21/09) | \$290,108.00 |

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

e. Approval of Rescission of Award of Bid #10-09 Mobile Digital Systems

Resolved: That the Board approve the rescission of Bid #10-09 Mobile Digital Systems approved on August 26, 2009, to A. R. Communications, Eatontown NJ 07724, in the amount of \$49,182.07.

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

f. Award of Bid #10-09 Mobile Digital Systems

Resolved: That the Board award Bid #10-09 Mobile Digital Systems as follows:

| Bidder's Name | Bid Amount |
|--|-------------|
| Open Systems 207 D Woodward Rd. Manalapan NJ 07726 | \$63,640.00 |

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

g. Receipt of Quotations for Transportation of Students Route #BCT to Various Locations

Resolved: That the Board receive the following quotations for Route #BCT for transportation from Biotechnology High School, Freehold NJ (7 students) and the Career Center, Freehold NJ (3 students) to transport 10 students home from September 3, 2009 to June 30, 2010. The following quotations were received:

| | | |
|------------------------------------|------------------|----------------|
| Keyport Autos Keansburg, NJ | \$95.00 per diem | \$1.25 Inc/Dec |
| Unlimited Autos Keyport, NJ | \$90.00 per diem | \$1.00 Inc/Dec |
| Helfrich & Son W. Keansburg, NJ | \$80.00 per diem | \$1.00 Inc/Dec |

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

h. Award of Quotation for Transportation Route #BCT of Students to Various Locations

Resolved: That the Board award the transportation contract Route #BCT from Biotechnology High School and the Career Center, Freehold, NJ at the low quote of \$80.00 per diem (\$14,000.00) to R. Helfrich & Son, W. Keansburg, NJ from September 3, 2009 to June 30, 2010. The route is under the bid threshold.

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

i. Receipt of Quotations for Transportation Route #SFC2 Transportation of Special Education Student

Resolved: That the Board receive the following quotations for transportation of Route #SFC2 from Holmdel High School to the School for Children, Eatontown, NJ to transport one special education student from September 3, 2009 to June 30, 2010. The following quotations were received:

| | | |
|------------------------------------|------------------|----------------|
| Keyport Autos W. Keansburg, NJ | \$47.00 per diem | \$1.25 Inc/Dec |
| Unlimited Autos Keyport, NJ | \$40.00 per diem | \$1.00 Inc/Dec |
| Helfrich & Son W. Keansburg, NJ | \$75.00 per diem | \$1.00 Inc/Dec |

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

j. Award of Quotation for Transportation Route #SFC2 Transportation of Special Education Student

Resolved: That the Board approve the transportation contract Route #SFC to School for Children, Eatontown, NJ at the low quote of \$40.00 per diem (\$7,200.00) to Unlimited Autos, Keyport, NJ from September 3, 2009 to June 30, 2010. The route is under the bid threshold.

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

k. Approval of Transportation Contract with Monmouth Ocean Educational Services Commission (MOESC) with the Holmdel Township Board of Education

Resolved: That the Board approve a transportation contract with Monmouth Ocean Educational Services Commission (MOESC) to transport two (2) Holmdel students to and from Tinton Fall to Holmdel High School and the Wm. R. Satz School. Effective October 3, 2009 at a rate of \$43.05 per diem.

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

l. Approval of Budget Transfers – 2009/2010

Resolved: That the Board approve the 2009/2010 budget transfers as listed on attachment T-10-05.

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
 Absent: Ms. Hartnett and Mr. Burke

m. Approval of Monthly Certification – August 31, 2009

Resolved That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of August 31, 2009 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: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

n. Approval of Business Administrator/Board Secretary's Financial Report – August 31, 2009

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending August 31, 2009, is hereby approved and the Business Administrator/Board Secretary is instructed to file same.

MOTION: Ms. Garrity SECOND: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

o. Approval of Treasurer's Financial Report – August 31, 2009

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending August 31, 2009, 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: Mrs. Wetmore VOTE: 7-0
Absent: Ms. Hartnett and Mr. Burke

p. Approval of Addendum to Bills Payment

Resolved: That the Board approve payment of an addendum to the August 26, 2009 regular bills list in the amount of \$242,137.90 and as certified and approved.

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

q. Approval of Bills Payment

Resolved: That the Board approve payment of the September 30, 2009, regular bills list in the amount of \$1,019,213.47 and as certified and approved.

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

10. Old Business None

11. New Business

Mr. Collins requested that the Memorandum of Agreement between Education and Law Enforcement Officials (which was discussed in great length at the meeting tonight) be channeled through a committee (either Buildings & Grounds or Curriculum & Instruction) since it is such an important topic.

Dr. Shelton agreed with Mr. Collins regarding committee level discussion.

Ms Garrity and Mrs. Wetmore did not feel the need for a committee review but maybe a report out to the full Board.

Mrs. Vander Woude inquired as to what would be the appropriate committee level.

Dr. Tai stated that he feels it is more appropriate that it be discussed as a Committee of the Whole (which was done tonight).

Dr. Shelton stated that if it is an item to be discussed as a Committee of the Whole then the applicable item not be voted on that same night (so that the Board is afforded the time to consider all points discussed prior to vote).

Mrs. Duncan responded that the process that what had occurred tonight was a very effective approach; administration was present to discuss the details, the Board and the public were able to Ask questions and express concerns and support prior to the Board vote.

12. Questions from the Public

Mr. Lipmann agreed with Ms. Garrity, that he did not feel a specific committee needed to address this matter. The topic was handled and discussed in detail with the Committee of the Whole (which was very affective). He cautioned the Board not to micro manage (which was done by previous Boards) which caused a serious negative impact throughout the district and the community. Mr. Lipmann stated that the district has very good administrators and to let them do their jobs.

13. Executive Session (if required) N/A

14. Adjournment

By a unanimous voice vote the meeting adjourned at 10:04 p.m.

Respectfully submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary

Attachment #1

Addendum 1 (As Amended)

The Chief of Police or Station Commander agrees to notify the chief school administrator or his/her designee of any Graduated Driver Licensing law or traffic violation by a student enrolled in the school district.

HOLMDEL TOWNSHIP
BOARD OF EDUCATION
Holmdel, New Jersey 07733

File Code: 5131.5

POLICY

VANDALISM/VIOLENCE

The Holmdel Township Board of Education believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the Board, the principal of the school shall notify the Superintendent in accordance with established procedures. The Board will hold the pupil or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take steps as are necessary to identify the vandals. If pupils have taken part in the vandalism, the appropriate administrator shall:

- A. Identify the pupils involved;
- B. Call together persons, including the parents/guardians, needed to study the causes;
- C. Decide upon disciplinary and/or legal action possibly including suspension. The administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court;
- D. Take any constructive actions needed to try to guard against further pupil misbehavior; and
- E. Seek appropriate restitution.

Physical violence against another pupil or a staff member is unacceptable conduct and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Disruptive behavior that is characterized by verbal or physical violence, even though not directed toward another person, should be reported by the classroom teacher to designated building principal, so that possible program adjustments may be identified.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the Holmdel Township Public Schools should complete the standard report form and submit it to the administrator who is responsible for preparing the official report to the Superintendent.

The Board shall not discharge or subject to any manner of discrimination any school

employee who files a report pursuant to this policy.

The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence and vandalism pursuant to N.J.S.A. 18A:17-46. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

The Superintendent shall annually, at a public meeting, report to the Board of Education all acts of violence and vandalism in the district. He/she shall forward a copy of the annual report of violence and vandalism to the county superintendent in the manner and form required by the New Jersey Department of Education.

The Board shall submit and implement corrective action plans for high incidences of violence, vandalism or alcohol or other drug abuse upon notification by the Commissioner of Education.

Falsifying a Report of an Incident of Violence and Vandalism

- 1. Whenever it is alleged that a school employee has knowingly falsified the annual report, the Board shall make a determination regarding whether the employee committed the act.***
- 2. Any employee alleged to have knowingly falsified the annual report shall be notified in writing of such allegation and shall be entitled to a hearing before the Board in accordance with N.J.A.C. 6A:16-5.3(g)2.***
 - a. The hearing shall take place within thirty (30) business days of the date on which the employee is notified of the allegation.***
 - b. The employee shall be entitled to be represented by a person of his or her choosing and to present witnesses on his or her behalf; and***
 - c. The Board shall notify the employee of its determination in writing within five (5) school days of the hearing.***
- 3. Upon determination by the Board that an employee has knowingly falsified the annual report, it shall take one or more of the following actions:***
 - a. Impose minor discipline on a tenured or non-tenured employee, notwithstanding any other law to the contrary and if negotiated with the majority representative of the employees in the appropriate collective bargaining unit;***
 - b. Withhold a tenured or non-tenured employee's increment for predominately disciplinary reasons, which shall be subject to the grievance procedures established pursuant to law and shall be subject to the grievance procedures of section 8 of N.J.S.A. 34:13A-29;***

c. File tenure charges with the Board Secretary of the district in writing and with a written statement of evidence under oath to support such charges;

d. Terminate employment for an employee;

(1) For tenured employees, the termination shall be in accordance with the outcome of the proceedings in 2(c) above; or

e. Impose such other disciplinary sanctions as may be authorized by law.

4. Any action taken by a Board pursuant to 3 above, shall be based on its consideration of:

a. The nature of the conduct;

b. The circumstances under which it occurred; and

c. The employee's prior employment record.

5. Any employee having been found responsible for the falsification of the annual report by the Board shall have the right to:

a. File a grievance under their respective bargaining agreements;

b. Appeal the Board's determination to the Commissioner of Education in accordance with N.J.A.C. 6A:3-1.3 through 1.17;

c. Appeal the decision to the Superior Court of New Jersey.

6. The availability of appeal options shall be based upon the action taken by the Board.

School Violence Awareness Week

The district shall observe "School Violence Awareness Week" during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence according to N.J.S.A. 18A:36-5.1.

1. The district activities shall include, but are not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance.

2. The district shall invite law enforcement personnel to join members of the teaching staff in the discussions.

3. The district shall provide programs for school board employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: January 14, 1998

Revised:

| | | | |
|-------------------|------------------------|------------------------|---|
| Legal References: | <u>N.J.S.A.</u> | 2A:4A-60 <u>et al.</u> | Disclosure of juvenile information; penalties for disclosure |
| | <u>N.J.S.A.</u> | 2A:53A-15 | Liability of parent or guardian for willful destruction of property by infant under 18 |
| | <u>N.J.S.A.</u> | 2C:39-5 | Unlawful possession of weapons |
| | <u>N.J.S.A.</u> | 18A:17-46 | Act of violence; report by school employee; notice of action taken; annual report |
| | <u>N.J.S.A.</u> | 18A:25-2 | Authority over pupils |
| | <u>N.J.S.A.</u> | 18A:37-2, -2.1, -3 | Causes for suspension or expulsion of pupils. . . |
| | <u>N.J.A.C.</u> | 6A:16-5.2 | <i>School Violence Awareness Week</i> |
| | <u>N.J.A.C.</u> | 6A:16-5.3 | <i>Incident of reporting of violence, vandalism and alcohol and other drug abuse</i> |

New Jersey State Board of Education Resolution, September 3, 1980, encourages development of local written policy on pupil conduct.

Revisions in bold and italicized

New Jersey State Board of Education Resolution, September 4, 1985, urges boards to consider expectations for pupil behavior developed by statewide advisory panel, and to develop and adopt appropriate expectation of behavior for district pupils.

"H.A." v. Warren Hills Regional School District, 1976, S.L.D. 336

Possible

Cross References:

| | |
|---------|---------------------------------------|
| *1120 | Board of Education meetings |
| *3250 | Income from fees, fines, charges |
| 3517 | Security |
| 4148 | Employee protection |
| 4248 | Employee protection |
| *5114 | Suspension and expulsion |
| *5124 | Reporting to parents/guardians |
| 5131.4 | Campus disturbances |
| *5131.7 | Weapons and dangerous instruments |
| *6114 | Emergencies and disaster preparedness |
| *6172 | Alternative educational programs |

*Indicates policy in included in the Critical Policy Reference Manual.

| | |
|--|------------------------|
| <p>HOLMDEL TOWNSHIP BOARD OF EDUCATION Holmdel, New Jersey 07733</p> <p>POLICY</p> | <p>File Code: 3511</p> |
| <p style="text-align: center;">SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE AND ACCOUNTING</p> <p>The Holmdel Township Board of Education adopts this Policy concerning the assignment, use, tracking, maintenance, and accounting of school district vehicles in accordance with the provisions of N.J.A.C. 6A:23A-6.11 and 6A:23A-6.12.</p> <p>For the purposes of this Policy, a “school district vehicle” means a vehicle purchased, leased, leased-purchased, or acquired without cost by gift, donation, or other method by the school district regardless of funding source.</p> <p>School district vehicle assignment and use shall be in compliance with N.J.A.C. 6A:23A-6.12 and in accordance with OMB Circular 08-16-ADM or any superseding circulars. The Board of Education, upon the recommendation of the Superintendent of Schools, may authorize, at its discretion, by an affirmative vote of the Board’s full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business. The vehicles may be assigned either to individuals or to units within the school district for pool use according to classifications as outlined in N.J.A.C. 6A:23A-6.12(b). No individual assignment shall be made for the primary purpose of commuting. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board. <i>A school district vehicle shall only be used for business purposes. Incidental and reasonable personal use of a school vehicle is prohibited without the approval of the Superintendent.</i></p> <p>If a school district vehicle is misused, the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate. The Board shall establish and implement a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary in the event it is determined a staff member misused a school vehicle.</p> <p>The Board designates the Business Administrator as the school vehicle coordinator(s) for district vehicles. The school vehicle coordinator(s) shall maintain inventory control records pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)1., driving records of</p> | |

operators of school district vehicles pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)2., and the records of maintenance, repair and body work pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)3.

Source: Regular Board Meeting

Date: July 29, 2009

Legal References: N.J.A.C. 6A:23A-6.11; 6A:23A-6.12

Revised:

First Reading

HOLMDEL TOWNSHIP
BOARD OF EDUCATION
Holmdel, New Jersey 07733

File Code: 5141.4

Policy

CHILD ABUSE AND NEGLECT

The Holmdel Township Board of Education believes that a child's physical and mental well-being must be maintained as a prerequisite to achievement through the formal educational process. The Board, therefore, believes that it is important to identify and investigate suspected ***missing, abused or neglected children*** immediately. The school district will cooperate with the New Jersey Division of Youth and Family Services (DYFS) in identifying and reporting all such cases, whether institutional or non-institutional. The Superintendent/designee shall act as liaison between DYFS and the district. The liaison shall facilitate communication and cooperation between the district and DYFS, ***as well as law enforcement***, and act as primary contact between the schools, DYFS and ***law enforcement***.

The Board directs the Superintendent/designee to gather, maintain, secure and make available to DYFS the relevant confidential district records of any pupil alleged either by school personnel or DYFS to be the victim of abuse or neglect as defined by law. The Board also directs the Superintendent/designee to cooperate with DYFS in scheduling interviews with any employee, volunteer, ***intern*** or pupil who may have information relevant to an investigation of child abuse.

In order to increase school employees, volunteers' and ***interns***' awareness of the symptoms of child abuse and cause them to be better informed on all aspects of abuse and neglect, the Board directs the Superintendent to provide information and in-service training on the subject to all school employees, volunteers and ***interns***.

The Superintendent is, therefore, directed to develop procedures for compliance with statutory requirements that child abuse and neglect be reported. All procedures as well as this policy shall be reviewed by the county superintendent. Procedures shall:

- a. Impress on all staff members, volunteers and ***interns*** having contact with pupils of their responsibility to report directly and immediately to DYFS all cases of suspected abuse, abandonment, cruelty or neglect resulting in physical or mental injury, and the penalties for failing to do so. Point out that institutional abuse--abuse alleged to have taken place in the school or other institutional setting by paid school staff or a volunteer--must be reported on the same basis as non-institutional abuse. Information reported shall include the name, age, and grade of the child, as well as the name and address of the child's parents/guardians. The report shall also include a description of the child's condition, nature and extent of his/her possible injuries, ***abuse or maltreatment*** and any other information pertinent to the child abuse or identification of the suspected perpetrator;

- b. Provide for the delivery of information and in-service training to all school staff members, volunteers and ***interns*** concerning child abuse. This shall include instructional methods and personnel responsibilities;
- c. Provide for the delivery of information and in-service training to all new school district employees, both paid and voluntary, as part of their orientation;
- d. Require all school personnel, volunteers and ***interns*** to report ***a missing child, or*** suspected instances of child abuse ***or neglect*** to the building principal after reporting to DYFS, unless the reporting personnel believes that he/she may be endangering the welfare of the child or himself/herself or causing retaliation or discrimination against the child or himself/herself by such notice to the building principal;
- e. Require prompt action to secure treatment of such injuries as result from abuse so as to protect the health of the child;
- f. Provide DYFS investigators with the facility to interview alleged victims in the presence of the school principal, his/her designee, or any staff member with whom the child is comfortable.
- g. Provide for cooperation with DYFS in scheduling interviews with any school personnel, volunteers or ***interns*** who may have information relevant to the investigation;
- h. Allow DYFS to physically remove from school children who are involved in child abuse investigations or to transfer children between schools should such action be necessary for their health or protection, or to take the child to a service provider;
- i. Require that a report of each case of unexplained absence which might be a cause of child abuse be reported to DYFS as the law provides, and to other appropriate school staff;
- j. Require that appropriate school staff follow the progress of the child and maintain communication through the liaison with DYFS in order to ensure continuance of the appropriate educational program for the child;
- k. Release all pupil records of the child(ren) under investigation that are deemed relevant ***to the assessment or treatment of a potentially missing, abused or neglected child;*** and maintain and secure all confidential information about child abuse cases, according to law;
- l. ***Superintendent of Schools or his/her designee to notify appropriate law enforcement authorities when a potential missing or abused child situation is detected.***
- m. Fulfill all other procedural requirements of the law.

The Board assures all school personnel, volunteers and ***interns*** that no one will be discharged from employment or discriminated against in any way as a result of making in good faith any reports of child abuse.

Due process rights will be provided to school personnel, volunteers or ***interns*** who have been reassigned or suspended as a result of an accusation of child abuse. Temporary reassignment or suspension of school personnel, volunteers or ***interns*** alleged to have committed an act of child abuse shall occur if there is reasonable cause to believe that the life or health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child.

All information regarding allegations of potential missing, abused or neglected

children reported to authorities about a district employee, volunteer or intern will be kept confidential and may be discussed only as required in order to cooperate in the investigation or by court order. All records will be maintained and secured in a location separate from other employee personnel files and accessible by the Superintendent of Schools or his/her designee. All references to a report of a ***potential missing, abused or neglected child situation*** against school personnel shall be removed from employee personnel records immediately following the receipt of an official notice from DYFS stating that such allegations were unfounded.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: March 8, 1995

Revised: January 14, 1998

Revised:

Legal References: N.J.S.A. 9:6-1 et seq;

See particularly: N.J.S.A. 9:6-3.1; -8.9 through -8.14; -8.21; -8.34 through -8.36; -8.40; -8.46; -8.56

N.J.S.A. 18A:6-10, -11, -13,-14, -18.1, -30, -30.1

N.J.S.A. 18A:25-1

N.J.S.A. 18A:25-6, -7

N.J.S.A. 18A:36-19

N.J.S.A. 18A:36-19a

N.J.S.A. 18A:36-24-26

N.J.S.A. 52:17B-9.8a et seq

N.J.A.C. 6A:16-1.4 et seq

N.J.A.C. 6A:16-11.1 et seq

N.J.A.C. 6A:32-7.1 et seq

N.J.A.C. 10:129

Possible Cross References:

*5113 Absences and excuses

*5125 Pupil records

*5141.1 Accidents

*5142 Pupil safety

*Indicates policy is included in the Critical Policy Reference Manual.

POLICY

LIFE-THREATENING ALLERGIES

The purpose of this policy and following regulation is to minimize the risk of exposure of students with severe allergies to potentially life-threatening allergens without depriving the student with severe allergies of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

The Holmdel Township Board of Education supports the American Academy of Allergy, Asthma and Immunology, other nationally and internationally recognized medical academies and associations. The Holmdel Township Board of Education's medical examiner requires that the district develop a system to identify children with life-threatening allergies and be prepared to deal with occurring life-threatening reactions, in spite of precautions taken as provided for in the regulation. The Holmdel Township Board of Education further believes that staff members who have contact with the child be instructed as to the potentially severe, life-threatening nature and proper treatment of the specific allergic condition. An allergy action plan shall be developed with the child's name, photograph, specific allergy, warning signs of reactions and emergency treatments. The board of education further understands that first aid protocols, recommended by the New Jersey State Department of Education and New Jersey State Department of Health and Senior Services for life-threatening allergic reactions, state that the student's family physician should provide written directions, medical orders and/or medical protocols (Allergy Action Plan) for children with life-threatening allergies.

The Holmdel Township Board of Education acknowledges that it is difficult, if not impossible, to completely avoid all allergy causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Holmdel Township Board of Education does not support a ban on any particular allergen. School employees should cooperate to form a safety net around those children at risk for a life-threatening allergic condition. The following regulation has been promulgated to provide that safety net in an effort minimize the risk of exposure of students with severe allergies to potentially life-threatening allergens.

Source: Regular Board Meeting

Date:



HOLMDEL TOWNSHIP
BOARD OF EDUCATION
Holmdel, New Jersey 07733

File Code: 5141.4

REGULATION

CHILD ABUSE/NEGLECT

PROCEDURES AND ASSURANCES

I. Types

Child abuse and neglect can take many forms. In general, abuse refers to acts of commission such as beating, excessive corporal punishment or inappropriate sexual activity. Neglect refers to acts of omission such as failure to provide adequate physical or emotional care. These acts may be committed by parents, guardians or caregivers. If a staff member abuses or neglects a pupil, it is referred to as institutional abuse.

The suspicion of child abuse/neglect, including institutional child abuse, should be based on complaints from a child or observation of the child or both. An employee should be suspicious if:

- a. The pupil exhibits a physical injury not likely to have been caused by an accident regardless of the explanation.
- b. The pupil complains of the infliction of pain, sexual molestation, threats or emotional abuse.
- c. The pupil appears to exhibit malnourishment, a persistent want of care such as clothing, hygiene, sleep, teeth, etc.
- d. The pupil exhibits exceptional aggressive behavior, apprehension, fear or withdrawal.
- e. An adult admits to having abused the child.
- f. A staff member inappropriately restrains or otherwise inflicts injury upon a pupil.
- g. ***If any child enrolled in a school district has an unexcused absence from school for five (5) consecutive school days.***
- h. ***The child/children's sudden removal from school.***
- i. ***Any other reasonable cause to believe that a child has been subject to child abuse and/or neglect or acts of child abuse and/or neglect.***

II. Reporting - General Responsibilities of School Personnel

All staff, ***interns and volunteers*** having contact with pupils have a responsibility to report all suspected cases of a ***missing***, abused, or neglected child which may result in physical or mental injury or the create a serious risk of such injury by other than accidental means.

Any doubt about reporting suspected situations is to be resolved in the child's favor and a report made immediately. The purpose is to protect the child and help the family.

- a. The law requires that anyone suspecting ***a missing, abused or neglected child*** must report by calling DYFS immediately. The Board of Education requires anyone suspecting child abuse to immediately notify DYFS. It is also strongly recommended that the staff member should make the report with the Principal or his/her designee. ***The Superintendent of Schools or his/her designee will notify appropriate law enforcement authorities when a potential missing or abused child situation is detected.***

III. What to Report

The State requires the reporting of ***missing, abused or neglected children***; it is not required that the educator have proof that abuse or neglect has occurred before reporting. The law specifies the reporting of “suspected” incidents or include the phrase “reason to believe.” In any case, the intent is clear: incidents are to be reported as soon as they are noticed. Waiting for proof may involve grave risk to the child. Proof may be long in coming; witnesses to child abuse and neglect are rare, and the child's testimony may be disbelieved or inadmissible. Reports are made in terms of the child's possible condition, not in terms of an accusation against parents. A report of suspected child abuse and neglect states that a child may be an abused child, not that the parents are child abusers. Therefore, proof is not required of the reporter. Proving the case is properly left in the hands of trained investigators (DYFS) (Police).

When referring cases to DYFS, the school referrer(s) shall provide, when possible, the following information:

- Name, age, grade of the child, ***address***
- Name and address of child's parents, guardians, custodial authority
- A description of the child's condition, including any available information concerning current or previous abuse or neglect incidences
- Any other pertinent information deemed relevant by referrer(s) (e.g. information which would aid in establishing the cause of injury or would aid in identifying the person responsible for the abuse)

IV. Immunity

Any staff member who makes a referral to DYFS is guaranteed immunity from any liability, civil or criminal, as provided for in N.J.S.A. 9:6-8:13.

The Board assures that no school personnel will be discharged from employment or in any manner be discriminated against as a result of making in good faith a report or causing to be reported an allegation of child abuse as provided for in N.J.S.A. 9:6-8-13.

Advisory: Anyone knowingly failing to report an act of child abuse/neglect, having reasonable cause to believe that an act has been committed, is a disorderly person and may be fined up to \$500, imprisoned for six months, or both.

V. Investigation:

Following a report to DYFS, the Holmdel Township Board of Education directs the appropriate building administrator to cooperate with DYFS in investigations of child abuse/neglect that have occurred at any time outside or within the confines of the school or during a school-related function. To facilitate this investigation the district will:

- a. Release all records pertaining to the child to DYFS
 1. Pupil records that have direct relevance to the assessment and treatment of child.
 2. Only Special Education records which have direct relevance to the assessment and treatment of the child.
- b. Permit DYFS to physically view the child in question;

The DYFS caseworker must present identification credentials prior to viewing child.
- c. Permit DYFS to interview the child in the presence of a school official;
 1. In most cases, the school nurse will be present at the interview.
 2. In Special Education cases, the school nurse and the school social worker will be present at the interview.
 3. If the child is intimidated by the presence of the school representative, he/she may name a staff member to be allowed to accompany him/her during the interview.
- d. Permit DYFS to interview any personnel who may have relevant information.

Released time and coverage shall be provided.

- e. Permit DYFS to physically remove pupils from school;
 - 1. Such removal shall take place once the Principal or his/her designee has been provided, either in advance or at that time removal is sought, with appropriate authorization from the DYFS district office.
 - 2. Such removal will occur with notification made to the Holmdel Police by the Principal or his/her designee.
- f. Cooperate with DYFS when it is necessary to remove a child from his/her home for proper care and protection;

Expedite and prepare records, cumulative folder, etc. mandated when there is a transfer of the students to another public school district.
- g. Cooperate with DYFS when a need to transfer the student from one district to another for safety reasons is deemed necessary.

VI. Communication and Cooperation

The Board of Education establishes that the Superintendent/designee shall serve as the district liaison to DYFS. The liaison will facilitate communication and cooperation between the district and DYFS, **as well as law enforcement**, and will act as the primary contact person between the schools and DYFS **and law enforcement** with regard to general information sharing and the development of mutual training and other cooperative efforts. The liaison will also ensure that the appropriate in-service training programs to school personnel concerning child abuse are implemented.

The **Assistant Superintendent** of Curriculum and Instruction will ensure that instructional methods and techniques relative to issues of child abuse are part of the local curriculum as infused in the comprehensive health education program and other mental health coursework.

The Board of Education, in order to deter potential child abuse/neglect, will annually notify all parents of district school-aged children of the specific laws and policies governing child abuse reporting procedures. Upon entry into the school system, parents will be apprised of Board policies and laws requiring reporting of suspected child abuse/neglect.

A copy of these policies and procedures shall be forwarded to the Manager **of the Monmouth Northern LO#663** Office of DYFS.

VII. Miscellaneous

- a. The Board of Education shall provide due process rights to school personnel who have been reassigned or suspended in accordance with N.J.S.A. 18A:6-10 et seq., 18A:25-1, 18A:25-6, N.J.S.A. 9:6-3.1 and **N.J.A.C. 6A:16-11.1**. Temporary reassignment or suspension of school personnel alleged to have committed an act of child abuse shall occur if there is reasonable cause to believe that the life or health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child.

Reasonable cause should be established through a DYFS investigation as part of the Institutional Abuse Investigative Unit.

- b. The Board of Education authorizes the Superintendent of Schools to maintain reports and records as part of a child abuse/neglect investigation. These records are strictly confidential and are to **be** filed at the Office of the Superintendent.

Source: Regular Board Meeting

Date: March 8, 1995

Revised:

HOLMDEL TOWNSHIP
BOARD OF EDUCATION
Holmdel, New Jersey 07733

File Code: 5141.4

EXHIBIT

CHILD ABUSE/NEGLECT

How to Report

New Jersey statutes require an oral report with the following information:

- Child's name, age, **grade** and address
- Parent's/Guardian's name and address
- Nature and extent of the injury, **abuse, maltreatment, or child's** condition observed

Additional information required could include evidence of previous injury to the child or to another child in the same family; information which would aid in establishing the cause of the injury; and any information which would aid in identifying the person responsible for the injury.

Immunity from any liability, civil or criminal, is guaranteed to any person making a report.

School Procedure

1. School staff members may support the child but in no case should the child be subjected to undue pressure or interrogation in order to validate the suspicion of abuse. Validation of suspected child abuse is the responsibility of DYFS.

DYFS will have the responsibility of notifying the pupil's parents and/or guardians that an incident of child abuse has been reported to the Division of Youth and Family Services. In these cases the Principal and the Superintendent of Schools would jointly determine a follow-up procedure.

2. In suspected cases of **missing children**, physical and sexual abuse, **or neglect** the child may be questioned by the police or DYFS case worker at the school without the Principal obtaining permission **from** the child's parent or guardian.

ADDENDUM

Policies and Procedures Child Abuse and Neglect

INFORMATION KEY #1: Definition of Child Abuse and Neglect

According to laws in this state, reportable child abuse and neglect is defined as:

Some form of non-accidental physical injury, neglect, sexual abuse and emotional maltreatment **or suspect a child is missing.**

When to Report

New Jersey **statutes** require that reports are to be made immediately.

INFORMATION KEY #2: When to Report

1. An oral report is required and it must be made to DYFS **immediately.**
2. A written report **to DYFS** is not required.
3. Special requirements:
A confidential memorandum (**sample memo provided within this Exhibit**) must be made to Superintendent of Schools by Principal (if applicable) within 24 hours of a report to DYFS

Where to Report

New Jersey specifies that the District Office of the Division of Youth and Family Services (DYFS) is the legal agency to contact when reporting child abuse. Law Enforcement will also be notified **by the Superintendent or his/her designee.**

Requirements of confidentiality should be observed so that reports are made only to authorized persons. The Board Attorney should be consulted if questions arise.

INFORMATION KEY #3: Where the Report Goes

For the Holmdel Township Public Schools, reports on suspected child abuse and neglect ***or suspect a child is missing*** are made to:

Division of Youth and Family Services (DYFS)

***State Central Registry: 1-877-NJABUSE
(652-2873)***

24 hours a day, 7 days a week

Consultation services to school staff members **are** available from DYFS between 8:30 a.m. and 4:30 p.m.

INFORMATION KEY #4: Where the Report Goes

For Institutional Abuse, reports on suspected child abuse and neglect ***or suspect a child is missing*** are made to:

Division of Youth and Family Services (DYFS)
Institutional Unit

***State Central Registry: 1-877-NJABUSE
(652-2873)***

24 hours a day, 7 days a week

Memorandum

Confidential

SUSPECTED MISSING, ABUSED, OR NEGLECTED CHILD

TO: Superintendent of Schools

FROM: (Name of School Administrator Making Report) when applicable

REFERRED BY _____

NAME OF CHILD _____

ADDRESS OF CHILD _____

PRESENT WHEREABOUTS OF CHILD _____

AGE OF CHILD _____

BIRTH DATE OF CHILD _____

GRADE LEVEL OF CHILD _____

NAME OF PARENT/ADULT RESPONSIBLE FOR CARE OF CHILD

TELEPHONE _____

ADDRESS _____

RELATIONSHIP _____

NATURE AND DESCRIPTION OF INQUIRY:

Date of Contact or Report: _____

Check: Division of Youth and Family Services _____
 Holmdel Police Department _____
 Department of Institutions and Agencies _____
 Director of Special Services (Holmdel) _____
 Receiving District/Private School _____
 Other _____

Revisions in bold and italicized

| <u>PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE AND NEGLECT</u> | | |
|---|--|--|
| TYPE OF CA/N | PHYSICAL INDICATORS | BEHAVIORAL INDICATORS |
| PHYSICAL ABUSE | <p>Unexplained Bruises and Welts:</p> <ul style="list-style-type: none"> - on face, lips, mouth - on torso, back, buttocks, thighs - in various stages of healing - clustered, forming regular patterns - reflecting shape of article used to inflict (electric cord, belt buckle) - on several different surface areas - regularly appear after absence, weekend or vacation <p>Unexplained Burns:</p> <ul style="list-style-type: none"> - cigar, cigarette burns, especially on soles, palms, back or buttocks - immersion burns (sock-like, glove-like, doughnut shaped on buttocks or genitalia) - patterned like electric burner, iron, etc. - rope burns on arms, legs, neck or torso <p>Unexplained Fractures:</p> <ul style="list-style-type: none"> - to skull, nose facial structure - in various stages of healing - multiple or spiral fractures <p>Unexplained Lacerations or Abrasions:</p> <ul style="list-style-type: none"> - to mouth, lips, gums, eyes - to external genitalia | <p>Wary of Adult Contacts</p> <p>Apprehensive When Other Children Cry</p> <p>Behavioral Extremes:</p> <ul style="list-style-type: none"> - aggressiveness - withdrawal <p>Frightened of Parents</p> <p>Afraid To Go Home</p> <p>Reports Injury by Parents</p> |
| PHYSICAL NEGLECT | <p>Consistent Hunger, Poor Hygiene, Inappropriate Dress</p> <p>Consistent Lack of Supervision, Especially In Dangerous Activities or Long Periods</p> <p>Constant Fatigue or Listlessness</p> <p>Unattended Physical Problems or Medical Needs</p> <p>Abandonment</p> | <p>Begging, Stealing Food</p> <p>Extended Stays at School (early arrival and late departure)</p> <p>Constantly Falling Asleep in Class</p> <p>Alcohol or Drug Abuse</p> <p>Delinquency (e.g. thefts)</p> <p>States There is No Caretaker</p> |
| SEXUAL ABUSE | <p>Difficulty in Walking or Sitting</p> <p>Torn, Stained or Bloody Underclothing</p> <p>Pain, Itching or Complaints in Genital Area</p> <p>Bruises or Bleeding in External Genitalia, Vaginal or Anal Areas</p> <p>Sexually Transmitted Diseases</p> <p>Pregnancy</p> <p>Unusual Knowledge about or pre-occupation with sex.</p> | <p>Unwilling to Change for Gym or Participate in PE</p> <p>Withdrawal, Fantasy or Infantile Behavior</p> <p>Bizarre, Sophisticated, or Unusual Sexual Behavior or Knowledge</p> <p>Poor Peer Relationships</p> <p>Delinquent or Run Away</p> <p>Reports Sexual Assault by Caretaker</p> |
| EMOTIONAL MALTREATMENT | <p>Habit Disorders (sucking, biting, rocking, etc.)</p> <p>Conduct Disorders (antisocial, destructive, etc.)</p> <p>Neurotic Traits (sleep disorders, speech disorders, inhibition of play)</p> <p>Psychoneurotic Reactions (hysteria, obsession, compulsion, phobias, hypochondria)</p> | <p>Behavior Extremes:</p> <ul style="list-style-type: none"> - compliant, passive - aggressive, demanding <p>Overly Adoptive Behavior:</p> <ul style="list-style-type: none"> - Inappropriately adult - Inappropriately infant <p>Developmental Lags (physical, mental emotional)</p> <p>Attempted Suicide</p> |