



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA
REGULAR BUSINESS MEETING
HOLMDEL HIGH SCHOOL
MARCH 26, 2025 6:00 PM
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

Mission Statement

The mission of the Holmdel Township School District is to provide a well-rounded and inclusive education that empowers all students to reach their full potential and thrive. We believe that excellence comes from building strong relationships, embracing a positive attitude toward growth, overcoming challenges with determination, and celebrating our unique differences. Through teamwork and cooperation, we aim to create an environment where students can succeed academically as life-long learners and responsible global citizens.

A. Call to Order

B. Open Public Meetings Act

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, 65 McCampbell 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, Star Ledger, the PLG, PSG, PSA, PTO, SAB presidents and student representatives to the Board.
- Filing with the Clerk of Holmdel Township, Police Headquarters and Public Library.

C. Roll Call

D. Resolution for Executive Session

WHEREAS, the Open Public Meetings Act, specifically N.J.S.A. 10:4-12b, permits a public body to go into an Executive (Closed) Session during a public meeting to discuss certain matters specified in the statute; and

WHEREAS, the Board of Education has determined that it is necessary to go into an Executive Closed Session to discuss matters relating to certain items as permitted by N.J.S.A. 10:4-12b;

THEREFORE, BE IT RESOLVED, by the Board of Education of the Township of Holmdel that it shall adjourn into Closed Session at this time to discuss the following subject matter(s) without the presence of the public in accordance with the provisions of N.J.S.A. 10:4-12b and 10:4-13:

1. Student matters
2. Personnel matters
3. Matters falling within the attorney-client privilege

BE IT FURTHER RESOLVED, it is not yet possible to determine when the matters discussed in Closed Session will be made public; the matter(s) discussed will be made known to the public at such time as appropriate action is taken on said matter(s), and when disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Board of Education, provided such disclosures will not violate Federal, State, or local statutes or regulations and do not fall within the attorney-client privilege.

MOTION: _____ SECOND: _____ VOTE: _____

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E. Motion to Return to Public Session

MOTION: _____ SECOND: _____ VOTE: _____

F. Call to Order

G. Opening Statement

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 at the beginning of the meeting 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.
- There are certain matters that may be brought before the board that cannot be immediately addressed in public. Such matters may be referred by the president to a board committee and/or to the Superintendent for consideration and/or resolution.
- 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.

H. Flag Salute

I. Presentation(s)/Public Hearing(s)

- *William R. Satz Bridges Program & Builders Club Recognition – Dr. J. Scott Cascone & Mrs. Chantal Simonelli*
- *High School Winter Athletes Recognition – Dr. J. Scott Cascone & Mr. Michael Casale*

J. Report of the Student Representatives to the Board

K. Report of the Superintendent

L. Harassment, Intimidation and Bullying (H.I.B.) Report

M. Questions or Comments from the Public on Action Items Only

N. Action Items

• **Approval of Minutes**

1. Approval of Minutes – Closed Executive Session – February 19, 2025

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – February 19, 2025.

MOTION: _____ SECOND: _____ VOTE: _____

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2. Approval of Minutes – Committee of the Whole Meeting – February 19, 2025

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – February 19, 2025.

MOTION: _____ SECOND: _____ VOTE: _____

3. Approval of Minutes – Closed Executive Session – February 26, 2025

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – February 26, 2025.

MOTION: _____ SECOND: _____ VOTE: _____

4. Approval of Minutes – Regular Business Meeting – February 26, 2025

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – February 26, 2025.

MOTION: _____ SECOND: _____ VOTE: _____

- Policy
- Superintendent’s Recommendations

➤ *Personnel*

5. Acceptance of Retirement, ESL Teacher, Village School

WHEREAS: Ms. Jeannette Malizia has served the Holmdel Township Public Schools with distinction since September 1, 2005 and,

WHEREAS: Ms. Malizia has faithfully executed her duties with skill and competency; and,

WHEREAS: Ms. Malizia has earned the respect of her colleagues and community residents; and,

WHEREAS: Ms. Malizia has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2025.

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education accepts Jeannette Malizia’s retirement with deep gratitude for Ms. Malizia’s dedication, loyalty and outstanding services performed and further extend to Ms. Malizia its best wishes for a happy and healthy retirement.

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6. Acceptance of Retirement, Counselor, Holmdel High School

WHEREAS: Mr. Joseph Clores has served the Holmdel Township Public Schools with distinction since September 1, 1989 and,

WHEREAS: Mr. Clores has faithfully executed his duties with skill and competency; and,

WHEREAS: Mr. Clores has earned the respect of his colleagues and community residents; and,

WHEREAS: Mr. Clores has submitted a letter announcing his retirement from the Holmdel Township School District, effective July 1, 2025.

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education accepts Joseph Clores’ retirement with deep gratitude for Mr. Clores’ dedication, loyalty and outstanding services performed and further extend to Mr. Clores its best wishes for a happy and healthy retirement.

MOTION: _____ SECOND: _____ VOTE: _____

7. Acceptance of Retirement, Paraprofessional, Village School

WHEREAS: Ms. Deborah Wilcom has served the Holmdel Township Public Schools with distinction since September 1, 2005 and,

WHEREAS: Ms. Wilcom has faithfully executed her duties with skill and competency; and,

WHEREAS: Ms. Wilcom has earned the respect of her colleagues and community residents; and,

WHEREAS: Ms. Wilcom has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2025.

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education accepts Deborah Wilcom’s retirement with deep gratitude for Ms. Wilcom’s dedication, loyalty and outstanding services performed and further extend to Ms. Wilcom its best wishes for a happy and healthy retirement.

MOTION: _____ SECOND: _____ VOTE: _____

8. Acceptance of Resignation, Assistant Business Administrator, District

Resolved: That the Board accept the resignation of Jessica DeWysockie, Assistant Business Administrator, District, effective May 16, 2025 or sooner.

MOTION: _____ SECOND: _____ VOTE: _____

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9. Acceptance of Resignation, Special Education Teacher, Indian Hill School

Resolved: That the Board accept the resignation of Stephanie Quackenbush, Special Education Teacher, Indian Hill School, effective July 1, 2025.

MOTION: _____ SECOND: _____ VOTE: _____

10. Approval of Leaves of Absence, 2024/2025 School Year

Resolved: That the Board approve leaves of absence as follows:

Last Name	First Name	Leave Dates*
DiBlasi	Christine	04/07/25-04/30/25 (extended)
Ney	Kelly	05/01/25-05/30/25 (extended)

**type of leave is on file in the Superintendent's office*

MOTION: _____ SECOND: _____ VOTE: _____

11. Approval of extension of Appointment, Temporary Leave Replacement, Elementary Teacher, Indian Hill School, 2024/2025 School Year

Resolved: That the Board approve to extend the appointment of Kristina Gradzki, Temporary Leave Replacement, Elementary Teacher, Indian Hill School, at a salary of step 4-5BA(4), \$66,375.00, prorated, effective May 3, 2025 through June 3, 2025. [K. Ney – LOA]

MOTION: _____ SECOND: _____ VOTE: _____

12. Approval to Amend the Appointment, Lunchroom/Playground Aide, Indian Hill School, 2024/2025 School Year

Resolved: That the Board approve to amend the appointment of Patricia O'Malley, Lunchroom/Playground Aide, Indian Hill School, as follows:

FROM: 3.5 hours per day, 5 days a week
TO: 2.75 hours per day, 5 days a week

MOTION: _____ SECOND: _____ VOTE: _____

13. Approval of Appointment, Transportation Coordinator, District

Resolved: That the Board approve the appointment of Sandra Parillo, Transportation Coordinator, District, at a salary of \$98,000.00, prorated, effective May 19, 2025 through June 30, 2025, pending criminal history review. [L. Carducci – Retirement]

MOTION: _____ SECOND: _____ VOTE: _____

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14. Approval of Appointment, Head Custodian, Indian Hill School, 2024/2025 School Year

Resolved: That the Board approve the appointment of Patrick Thomas, Head Custodian, Indian Hill School, at a salary of \$76,354.60, prorated, effective April 1, 2025 through June 30, 2025. [R. Errickson – Retirement]

MOTION: _____ SECOND: _____ VOTE: _____

15. Approval of Appointment, Temporary Leave Replacement, English Teacher, W.R. Satz School, 2024/2025 School Year

Resolved: That the Board approve the appointment of Evelyn Cooper, Temporary Leave Replacement, English Teacher, W.R. Satz School, at a salary of step 1MA \$72,675.00, prorated, effective April 21, 2025 through June 30, 2025, pending criminal history review. [M. McDonald – LOA]

MOTION: _____ SECOND: _____ VOTE: _____

16. Approval of Appointment, Night Custodian, Indian Hill, 2024/2025 School Year

Resolved: That the Board approve the appointment of Richard Lewandowski, Night Custodian, Indian Hill School, at a salary of step 2, \$55,559.68, prorated, effective April 1, 2025 through June 30, 2025, pending criminal history review. [P. Thomas - Promotion]

MOTION: _____ SECOND: _____ VOTE: _____

17. Approval of Extra Level of Staffing, Indian Hill School, 2024/2025 School Year

Resolved: That the Board approve the extra level of staffing, Indian Hill School, as follows:

Last Name	First Name	Proportion	Dates
Vaccarino	Marcia	0.2	03/27/25-06/06/25

MOTION: _____ SECOND: _____ VOTE: _____

18. Approval of Changes in Location/Shifts, Buildings and Grounds, 2024/2025 School Year

Resolved: That the Board approve the changes in location/shifts effective April 4, 2025 through June 30, 2025 as per attachment.

MOTION: _____ SECOND: _____ VOTE: _____

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19. Approval to Rescind, Volleyball Assistant Co-Coach, Schedule B, 2024/2025 School Year

Resolved: That the board approve to rescind Aaron Rogers, Volleyball Assistant Co-Coach, Schedule B, effective immediately.

MOTION: _____ SECOND: _____ VOTE: _____

20. Approval of District Staff Participation in Doctoral Research

Resolved: That the Board approve Elizabeth Sheehy to conduct doctoral research, subject to Institutional Review Board approval, for the 2024/2025 school year as follows:

University	Program/Area of Study	Supervisor	Location
Monmouth University	Doctor of Education in Education Leadership	Dr. Lamoglia	Districtwide

MOTION: _____ SECOND: _____ VOTE: _____

21. Approval of Job Description, Secretary to Buildings & Grounds and Transportation, Part-Time

Resolved: That the Board approve the job description, Secretary to Buildings & Grounds and Transportation, Part-Time as per attachment.

MOTION: _____ SECOND: _____ VOTE: _____

22. Approval of Appointment, Day-to-Day Substitutes, 2024/2025 School Year

Resolved: That the Board approve the appointment of day-to-day substitutes, as follows

Last Name	First Name	Substitute Position(s)	Effective Dates
Vanario	Camille	Bus Monitor	03/03/25
Alkhen	Ahoud	Bus Monitor	03/17/25

MOTION: _____ SECOND: _____ VOTE: _____

➤ **Curriculum & Instruction**

23. Approval of Professional Development, District Personnel

Resolved: That the Board approve the professional development activities/meetings, as authorized by the Superintendent under Policy 6471 School District Travel, and in accordance with Regulation 6471 School District Travel, as per attachment.

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24. Approval of Student Trips

Resolved: That the Board approve the list of student trips and the educational objectives, itineraries, rules and regulations set forth for each that are on file in the Office of the Superintendent of Schools and the Office of the appropriate school Principal.

MOTION: _____ SECOND: _____ VOTE: _____

25. Approval of Guest Speaker, Joseph Lawlor, FBI at W. R. Satz Middle School (7th & 8th Grade Forensics Assembly) on March 24, 2025

Resolved: That the Board approve guest speaker, Joseph Lawlor, FBI at W. R. Satz Middle School (7th & 8th Grade Forensics Assembly) on March 24, 2025. On file in the Office of the Superintendent.

MOTION: _____ SECOND: _____ VOTE: _____

26. Approval of Guest Speaker, Mad Science at Indian Hill School (6th Grade Assembly) on April 7, 2025

Resolved: That the Board approve guest speaker, Mad Science at Indian Hill School (6th Grade Assembly) on April 7, 2025. On file in the Office of the Superintendent.

MOTION: _____ SECOND: _____ VOTE: _____

27. Approval of Appointment, Student Teacher Volunteer, Village School

Resolved: That the Board approve Andrea Leonardi, Student Teacher Volunteer to shadow the following teacher at the Village School:

Student Name	College/University	Type of Placement	Teacher/Supervisor	School	Date/Hours
Andrea Leonardi	Montclair	Speech Language	Bligh/Lamoglia	Village	May 2025 - 25 hrs

MOTION: _____ SECOND: _____ VOTE: _____

28. Approval of Affirmation of HIB Incident(s)

Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-15(b)(6)(c), at its meeting on February 26, 2025, the Superintendent reported the following HIB Incident(s) to the Board;

A. 286381_V_01272025

Now, therefore, be it Resolved, that the Board approve the issuance of a written decision affirming the determination in the student HIB investigation.

MOTION: _____ SECOND: _____ VOTE: _____

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29. Approval of 2024/2025 Student Safety Data System (SSDS) Incident, Trainings and Programs District Report for Period 1 (September 1, 2024 – December 31, 2024)

Resolved: That the Board approves the 2024/2025 School Safety Data System (SSDS) Incident, Trainings and Programs District Report for Period 1 (September 1, 2024 – December 31, 2024) as submitted to the New Jersey Department of Education.

MOTION: _____ SECOND: _____ VOTE: _____

➤ ***Special Services***

30. Approval of Home/Hospital Instruction

Resolved: That the Board approve home/hospital instruction services for students for the period indicated, as follows:

	SID	Services	Classification	Start Date	End Date	Cost Per Hour
a.	9104773791	Home Instruction	n/a	02/14/2025	03/19/2025	\$60
b.	8718040804	Home Instruction	n/a	02/25/2025	04/22/2025	\$60
c.	6080348017	Hospital Instruction	n/a	03/16/2025	04/16/2025	\$63

MOTION: _____ SECOND: _____ VOTE: _____

31. Approval of Additional Location(s) for 2024-2025 Community Based Instruction (CBI) and Structured Learning Experience (SLE)

Resolved: That the Board approve additional location(s) for 2024-2025 Community Based Instruction (CBI) and Structured Learning Experience (SLE), as follows:

	Name	Location
a.	Coach America	New Brunswick (Corp Location) Bell Works (Working Locations)
b.	ZR Fitness	Red Bank, NJ

MOTION: _____ SECOND: _____ VOTE: _____

32. Acceptance of Non-Monetary Donations for the Special Services Transition Fair

Resolved: That the Board accept, with gratitude, non-monetary donations from the entities for sponsorship of the Holmdel School District Transition Fair on April 4, 2025, as per attachment.

MOTION: _____ SECOND: _____ VOTE: _____

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33. Approval of Participation in the Sustainable Jersey for Schools Certification Program

Whereas—The Holmdel Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

Whereas—The Holmdel Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

Whereas—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

Whereas—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

Whereas—Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

Whereas—The Holmdel Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools.

Whereas—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

Whereas—The Holmdel Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

Therefore, it is resolved that the Holmdel Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board’s intention to pursue certification for schools in the district.

We hereby appoint Alicia Killean to be the district’s liaison to Sustainable Jersey for Schools.

We do hereby recognize our School(s) as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

We agree to complete district actions and to support the district’s schools in completing their actions.

MOTION: _____ SECOND: _____ VOTE: _____

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- **Business Administrator’s Recommendations**

Business Administrator/Board Secretary’s Certification

Deborah Donnelly, School Business Administrator/Board Secretary, certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

34. Approval of Business Administrator/Board Secretary’s Financial Report – February 28, 2025

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending February 28, 2025 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

MOTION: _____ SECOND: _____ VOTE: _____

35. Approval of Treasurer’s Financial Report – February 28, 2025

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending February 28, 2025 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report approved is in agreement with the report of the Business Administrator/Board Secretary.

MOTION: _____ SECOND: _____ VOTE: _____

36. Acceptance/Approval of Additional 2024/2025 Chapter 192-193 Funding

Resolved: That the Board accept/approve additional funding under the provision of Chapter 192-193 (2024/2025) as on file in the Business Office:

Chapter 192-193 Services	Amount
Additional Chapter 192-193 Funding	\$2,478.00
Revised 2024/2025 Entitlement (2/27/2025)	\$373,453.00

MOTION: _____ SECOND: _____ VOTE: _____

37. Implementation of New York Life’s Voluntary Guaranteed Issue Life Insurance Program

The Holmdel Township Board of Education resolves to implement New York Life’s Voluntary Guaranteed Issue Life Insurance program and designates New York Life as a voluntary provider for Holmdel Board of Education. All plans will be offered at no cost to the district through payroll deduction.

Holmdel Township Board of Education hereby approves all appropriate people that are authorized to take such action and affect such documentation as necessary to implement these changes.

MOTION: _____ SECOND: _____ VOTE: _____

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38. Implementation of Colonial Life’s Voluntary Guaranteed Issue Short-Term Disability Insurance Program

The Holmdel Township Board of Education resolves to implement Colonial Life’s Voluntary Guaranteed Issue Life Insurance program and designates Colonial Life as a voluntary provider for Holmdel Board of Education. All plans will be offered at no cost to the district through payroll deduction.

Holmdel Township Board of Education hereby approves all appropriate people that are authorized to take such action and affect such documentation as necessary to implement these changes.

MOTION: _____ SECOND: _____ VOTE: _____

39. Approval of Bills Payment – March 26, 2025

Resolved: That the Board approve payment of the March 26, 2025 regular bills list in the amount of \$2,793,440.38 and as certified and approved.

MOTION: _____ SECOND: _____ VOTE: _____

- O. Old Business
- P. New Business
- Q. Questions or Comments from the Public
- R. Executive Session (if required)
- S. Adjournment

Motion #18 - March 26, 2025 Agenda**Changes in Location/Shifts**

	Name	From	Location	To	Location	Salary
a.	DiBlasi, Christine	Day Shift	Holmdel High School	Day Shift	Indian Hill School	\$59,209.00
b.	Faccone, Christopher	Split Shift	W.R. Satz School	Sunday/Night Shift	Indian Hill School	\$62,422.86
c.	Graham, Michael	Night Shift	Indian Hill School	Split Shift	W.R. Satz School	\$69,969.00
d.	Oxner, George	Sunday/Night Shift	Indian Hill School	Night Shift	Indian Hill School	\$64,996.28



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
JOB DESCRIPTION:
SECRETARY TO
BUILDINGS & GROUNDS and
TRANSPORTATION
(PART-TIME)**

QUALIFICATIONS:

1. Possesses High School Diploma (required) or above.
2. Minimum of two years related experience or equivalent of training/education and experience.
3. Demonstrates effective communications, organization, record keeping and interpersonal skills.
4. Proficiency in the use of technology and related software.
5. Ability to manage phone calls and emails in a courteous and effective manner.
6. Able to maintain confidentiality as required and appropriate.
7. Successfully completes required criminal history and proof of U.S. citizenship or legal resident status.
8. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

REPORTS TO: The Director of Plant, Operations and Maintenance and Transportation Coordinator and/or designee.

JOB GOAL: To serve as a Secretary to the Director of Plant, Operations and Maintenance and Transportation Coordinator and/or designee, contributing to the smooth and efficient operation of the offices of building & grounds and transportation.

PERFORMANCE DUTIES:

1. Work Performance

- a. Perform general office duties, such as photocopying, general typing, filing etc.
- b. Receive and assist with the management of incoming calls and written correspondence from parents, vendors/contractors, district staff and administration.

- c. Establishes and organizes office filing system, both hard copy and electronic, as needed in accordance with state records retention requirements.
- d. Assists with the management of the buildings and grounds work order system and daily facilities operation (i.e., day-to-day coordination of outside contractors, scheduling of custodial staff, etc.)
- e. Assists with the ordering of supplies and materials and contracted services including the obtaining of quotes, entry of purchase orders, and follow-up on deliveries. Effectively utilizes NJ state contract and district membership vendors to ensure compliance with Public School Contracts Law.
- f. Responsible for the tracking of spend against B&G purchases orders and invoice processing; ensuring all department invoices are received and processed and purchase orders are closed at the end of the fiscal year.
- g. Assists with the maintenance of inventory of purchases, such as supplies and equipment.
- h. Provides support to schools, as needed in regard to transportation.
- i. Assists in the investigation of and responding to complaints relating to transportation services.
- j. Assist in the preparation and reproducing of student bus information, reports, forms and related materials.
- k. Assists with the update and maintenance of all regulatory files including, but not limited to, AHERA, Right to Know, Blood Borne Pathogens and other compliance requirements as assigned.
- l. Assist with the preparation of the annual budget details and entry to the district accounting software
- m. Assists with the development of reports or responses to OPRA requests using the department data and records.

2. Work Traits:

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions and work cooperatively with colleagues.
- c. Self-starter, demonstrates initiative, independence and decision making appropriate to the performance of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

3. Technology Skills

Demonstrated proficiency in computer applications pertinent to support the position, including but not limited to Microsoft Office 365, Google Suite, Accounting Software, Time and Attendance software, and Employee Absence Management software.

4. Professional Development

Participates in staff development opportunities in accordance with district guidelines and resources to enhance job related skills.

5. School/ Community Relations

- a. Demonstrates a willingness to assist and work cooperatively with colleagues.
- b. Displays tact and courtesy when dealing with students, staff, residents and others in person and by telephone.

6. Other

Performs such other tasks and assumes such other responsibilities as assigned by the Director of Plant, Operations and Maintenance and Transportation Coordinator and/or designee.

Terms of Employment:

Salary and work year to be established by the Board of Education in accordance with the contractual agreement with the Holmdel Township Education Association.

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of Board Policy on Evaluation of Non-certified personnel.

Source:

Regular Board Meeting

Date:

March 26, 2025

	Date	Name	Location	Professional Development Activities/ Meetings	City, State	Cost/Fees
a.	04/07/2025	Arciero, J	HHS	NJASA 8th Annual Women's Leadership Conference 2025	Summit, NJ	\$305.32
b.	04/30/2025 - 05/07/2025	Buerck, L	IHS	NJSHA & NJIDA Spring Conference	Virtual	\$99.00
c.	04/30/2025 - 05/07/2025	McMahon, L	IHS	NJSHA & NJIDA Spring Conference	Virtual	\$99.00
d.	n/a	Neville, M	IHS	Googe Educator Certification	Virtual	\$225.00
e.	04/30/2025 - 05/07/2025	Smith, E	IHS	NJSHA & NJIDA Spring Conference	Virtual	\$125.00
f.	05/25/2025	Wrubel, D	District	Leading w/Knowledge: Holocaust & Genocide Education for Administrators	Union, NJ	\$26.00

Non-Monetary Donations for the Special Services Transition Fair

	Name	Type of Donation	Amount (not to Exceed)
a.	Holmdel High School PTSO Holmdel, NJ	Gift Cards (in \$5 increments)	\$100.00
b.	Turning Point Holmdel, NJ	Gift Cards for 2 Complimentary Meals	\$50.00
c.	Jersey Freeze Holmdel, NJ	50 Free Ice Cream Cone Coupons	\$250.00
d.	Holmdel Bagels Holmdel, NJ	Gift Cards (in \$10 increments)	\$50.00
e.	Over Easy Holmdel, NJ	Gift Card	\$25.00
f.	Texas Roadhouse Holmdel, NJ	Gift Basket and Gift Card (2 Complimentary Dinners)	\$100.00
g.	Wawa Hazlet, NJ	Gift Basket	\$75.00
h.	Chick-Fil-A Hazlet, NJ	Gift Basket with Meal Coupons	\$75.00
i.	Target Middletown, NJ	Gift Cards (in \$10 increments)	\$50.00