



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA
REGULAR BUSINESS MEETING
HOLMDEL HIGH SCHOOL
MARCH 27, 2024 6:00 P.M.
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, PTSO, 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)

- High School Winter Athletes Recognition – Dr. J. Scott Cascone & Mr. Michael Casale
- Student Safety Data System (SSDS) Presentation – Mr. Art Howard

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 21, 2024

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – February 21, 2024.

MOTION: _____ SECOND: _____ VOTE: _____

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2. Approval of Minutes – Committee of the Whole Meeting – February 21, 2024

Resolved: That the Board approve the minutes of the following meeting: Committee of the Whole Meeting – February 21, 2024.

MOTION: _____ SECOND: _____ VOTE: _____

3. Approval of Minutes – Closed Executive Session - February 28, 2024

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – February 28, 2024.

MOTION: _____ SECOND: _____ VOTE: _____

4. Approval of Minutes – Regular Business Meeting – February 28, 2024

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – February 28, 2024.

MOTION: _____ SECOND: _____ VOTE: _____

• Policy

5. Approval of Contract for Policy Customization

Resolved: That the Board approves the Contract for Policy Customization with the New Jersey School Boards Association to provide policy consultant work at a total cost of \$9,000, and authorizes the Board President and Board personnel to take any action necessary to effectuate the terms of this resolution.

MOTION: _____ SECOND: _____ VOTE: _____

6. Approval of First Reading of Policies

Resolved: That the Board approve the following policies hereby designate as first reading as per attachments.

P2240 Controversial Issues
P3125.2 Employment of Substitute Teachers

MOTION: _____ SECOND: _____ VOTE: _____

7. Approval of Second & Final Reading of Policies and Regulation

Resolved: That the Board approve the following policies and regulation hereby designate as a second & final reading as per attachments.

P5701 Academic Integrity/Plagiarism
P2510 Adoption of Textbooks
R2510 Adoption of Textbooks

MOTION: _____ SECOND: _____ VOTE: _____

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• **Superintendent’s Recommendations**

➤ ***Personnel***

8. Acceptance of Retirement, Special Education Teacher, W.R. Satz School

WHEREAS: Ms. Kimberly Presti has served the Holmdel Township Public Schools with distinction

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

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

WHEREAS: Ms. Presti has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2024;

NOW THEREFORE BE IT RESOLVED:

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

MOTION: _____ SECOND: _____ VOTE: _____

9. Approval of Leaves of Absence

Resolved: That the Board approve leaves of absence as per attachment.

MOTION: _____ SECOND: _____ VOTE: _____

10. Approval of Appointment, Night Custodian, W.R. Satz School

Resolved: That the Board approve the appointment of Saemundur Cardenas, Night Custodian, W.R. Satz School at a salary of step 1-2(1) plus night differential, \$53,105.28, prorated, effective on or before April 12, 2024 through June 30, 2024, pending boiler license and criminal history review. [F. Carter – Retirement]

MOTION: _____ SECOND: _____ VOTE: _____

11. Approval to Extend Extra Level of Staffing

Resolved: That the Board approve to extend staff members for an extra level of staffing, as per attachment.

MOTION: _____ SECOND: _____ VOTE: _____

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12. Approval of Extra Level of Staffing

Resolved: That the Board approve staff members for an extra level of staffing, as per attachment.

MOTION: _____ SECOND: _____ VOTE: _____

13. Approval of Salary Adjustments

Resolved: That the Board approve salary adjustments effective retroactive from January 1, 2024 as follows:

Last Name	First Name	From	To
Babik	Cristina	14-15BA+15 (15)	14-15BA+60 (15)

MOTION: _____ SECOND: _____ VOTE: _____

14. Approval of Temporary Change in Hours and Location, Paraprofessional

Resolved: That the Board approve the temporary change of hours and location, Paraprofessional, as follows:

	Name	From Hours	Location From	To Hours	Location To	Dates
a.	Schelling, Julie	4 hours per day, 4 days a week	Holmdel High School	7 hours per day, 5 days a week	Holmdel High School	04/09/24 - 05/09/24
b.	Schelling, Julie	7 hours per day, 5 days a week	Holmdel High School	4 hours per day, 4 days a week	Holmdel High School	05/10/24 - 06/30/24
c.	Gray, Rielly	4 hours per day, 4 days a week	Holmdel High School	6.75 hours per day, 5 days a week	Village School	04/05/24 - 05/08/24
d.	Gray, Rielly	6.75 hours per day, 5 days a week	Village School	4 hours per day, 4 days a week	Holmdel High School	05/09/24 - 06/30/24

MOTION: _____ SECOND: _____ VOTE: _____

15. Approval of Change in Assignments

Resolved: That the Board approve the change in assignments effective April 10, 2024 through June 30, 2024 as follows:

	Last Name	First Name	From:	To:
a.	Dandorph	Todd	Head Custodian, W.R. Satz School	Head Custodian, Holmdel High School
b.	Norton	Michael	Head Custodian, Holmdel High School	Head Custodian, W.R. Satz School

MOTION: _____ SECOND: _____ VOTE: _____

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16. Approval of Mentor Appointments

Resolved: That the Board approve the appointment of the following teacher as a Mentor for a Provisional Staff Member at the State recommended rate shown below, for the 2023/2024 School Year, (mentor fees paid by provisional teacher and if necessary are prorated):

Novice Teacher	Novice Payment	Location	Mentor
Mead, Sara	\$220.00	Indian Hill School	Ward, Nicole

MOTION: _____ SECOND: _____ VOTE: _____

17. Approval of 2023/2024 Student Safety Data System (SSDS) Incident, Trainings and Programs District Report for Period 1 (September 1, 2023 – December 31, 2023)

Resolved: That the Board approves the 2023/2024 School Safety Data System (SSDS) Incident, Trainings and Programs District Report for Period 1 (September 1, 2023 – December 31, 2023) as submitted to the New Jersey Department of Education.

MOTION: _____ SECOND: _____ VOTE: _____

18. Approval of Appointment, Staff, Extra Hours, Peer Teaching Program, 2023/2024 School Year

Resolved: That the Board approve the appointment of staff member for extra hours for Peer Teaching Program for the 2023/2024 school year as follows:

Last Name	First Name	Location	Position	Hourly Rate*
Simione	Lauren	Indian Hill School	Facilitator	\$53.07

**Funded by ARP ESSER*

MOTION: _____ SECOND: _____ VOTE: _____

19. Approval to Amend Appointment, Staff Extra Hours, Peer Leaders in Training, 2023/2024 School Year

Resolved: That the Board approve to amend the appointment of staff member for extra hours as Program Co-Coordinator for the 2023/2024 school year as follows:

Last Name	First Name	Location	Position	Hourly Rate*
Jusinski	Gregory	Indian Hill School	Program Co-Coordinator	\$48.00

**Funded by Title IVA, not to exceed 52 hours*

MOTION: _____ SECOND: _____ VOTE: _____

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20. Approval of Appointment, Staff Extra Hours, Peer Leaders in Training, 2023/2024 School Year

Resolved: That the Board approve the appointment of staff member for extra hours as Program Co-Coordinator for the 2023/2024 school year as follows:

Last Name	First Name	Location	Position	Hourly Rate*
Jennings	Stephanie	Indian Hill School	Program Co-Coordinator	\$48.00

**Funded by Title IVA, not to exceed 52 hours*

MOTION: _____ SECOND: _____ VOTE: _____

21. Approval of Appointment, Before and After School Supplemental Student Support, 2023/2024 School Year

Resolved: That the Board approve the appointment of staff members for before and after school supplemental student support, for the 2023/2024 school year as per attachment.

MOTION: _____ SECOND: _____ VOTE: _____

22. Approval of Appointment, Teachers Extra Hours, Homework Help Program, 2023/2024 School Year

Resolved: That the Board approve the appointment of the following teachers for extra hours, Homework Help Program for the 2023/2024 school year as follows:

	School	Last Name	First Name	Hourly Rate*
a.	Indian Hill School	Jennings	Stephanie	\$60.04
b.	Indian Hill School	Mezzina	Ashley	\$74.11
c.	Indian Hill School	Simione	Lauren	\$53.07
d.	W. R. Satz School	Bourlokas	Bette	\$59.74
e.	W. R. Satz School	Drew	Katelin	\$46.56
f.	W. R. Satz School	Flynn	Jennifer	\$75.94
g.	W. R. Satz School	Rossetti	Alexandra	\$52.19
h.	W. R. Satz School	Sherman	David	\$46.56

**Funded by ARP ESSER*

MOTION: _____ SECOND: _____ VOTE: _____

23. Approval of Flag Football Coaches, Holmdel High School

Resolved: That the Board approve the following Flag Football Coaches, Holmdel High School, for the 2023/2024 spring season, not to exceed 50 hours.

	Last Name	First Name	Hourly Rate
a.	Menges	Melissa	\$42.00
b.	Oxley	Michael	\$42.00

MOTION: _____ SECOND: _____ VOTE: _____

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24. Approval of Tech Department Support on SAT Testing Days at Holmdel High School

Resolved: That the Board approve Tech Department support on SAT Testing Days at Holmdel High School at a rate of \$200 per day per staff member as follows:

	SAT Test Date	Tech Support Staff Member
a.	March 9, 2024*	2 staff members
b.	May 4, 2024	1 staff member
c.	June 1, 2024	1 staff member

*retroactive

MOTION: _____ SECOND: _____ VOTE: _____

➤ ***Curriculum & Instruction***

25. 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.

MOTION: _____ SECOND: _____ VOTE: _____

26. 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: _____

27. Approval of Dual Enrollment Program between Brookdale Community College and Holmdel High School

Resolved: That the Board approve the Dual Enrollment Program between Brookdale Community College and Holmdel High School. The agreement is in effect for three (3) consecutive years through June 2027, on file in the Office of the Superintendent.

MOTION: _____ SECOND: _____ VOTE: _____

28. Approval of Dual Enrollment Program between NJIT and Holmdel High School

Resolved: That the Board approve the Dual Enrollment Program between NJIT and Holmdel High School. The agreement is in effect for three (3) consecutive years through June 2027, on file in the Office of the Superintendent.

MOTION: _____ SECOND: _____ VOTE: _____

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29. Approval of Mad Science of WNJ Assemblies at Village School – May 29, 2024 – 2 sessions

Resolved: That the Board approve the Mad Science of WNJ assemblies at Village School on May 29, 2024. Funded by PSA. On file in the Office of the Superintendent.

MOTION: _____ SECOND: _____ VOTE: _____

30. Approval of What’s Out There – Planetarium Experience Assemblies – April 8, 2024 and April 25, 2024

Resolved: That the Board approve the What’s Out There – Planetarium Experience assemblies at Indian Hill School on April 8, 2024 and April 25, 2024. On file in the Office of the Superintendent.

MOTION: _____ SECOND: _____ VOTE: _____

31. Approval of Dr. Reggie Wright Assemblies at Holmdel High School – April 12, 2024 - 2 sessions

Resolved: That the Board approve the Dr. Reggie Wright assemblies at Holmdel High School on April 12, 2024. On file in the Office of the Superintendent.

MOTION: _____ SECOND: _____ VOTE: _____

32. Approval of Tradebooks (Novels) for the Eclipse Read Aloud Assembly at Village School

Resolved: That the Board approve the following books for the Eclipse Read Aloud Assembly at Village School on April 5, 2024. On file in the Office of the Superintendent.

	Book Title	Author
a.	<i>A Few Beautiful Minutes: Experiencing a Solar Eclipse</i>	Kate Allen Fox
b.	<i>Eclipse</i>	Andy Rash

MOTION: _____ SECOND: _____ VOTE: _____

33. Approval of Student Internship and Location for the School Year 2023/2024

Resolved: That the Board approve student internship and location for the school year 2023/2024 as follows:

Student #	Semester	Internship Company Name	Full Company Address
3872174822	Spring 2024	Tudisco Tax Firm, LLC	72 Sharrott Avenue, SI, NY 10309

MOTION: _____ SECOND: _____ VOTE: _____

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34. 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 28, 2024, the Superintendent reported the following HIB Incident(s) to the Board;

- A. 259353_WSM_02012024
- B. 259544_WSM_02052024

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: _____

➤ ***Special Services***

35. 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.	6833185976	Home Instruction	n/a	2/26/2024	3/26/2024	\$60
b.	1525696054	Hospital Instruction	n/a	2/26/2024	3/27/2024	\$60
c.	3742533607	Home Instruction	n/a	1/27/2024	6/30/2024	\$60
d.	9154564759	Home Instruction	AUT	3/17/2024	6/30/2024	\$60
e.	6947146874	Home Instruction	n/a	3/19/2024	4/19/2024	\$60

MOTION: _____ SECOND: _____ VOTE: _____

• **Business Administrator’s Recommendations**

Business Administrator/Board Secretary’s Certification

Michael R. Petrizzo, 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.

36. Approval of Business Administrator/Board Secretary’s Financial Report – January 31, 2024

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending January 31, 2024 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

MOTION: _____ SECOND: _____ VOTE: _____

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37. Approval of Treasurer’s Financial Report – January 31, 2024

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending January 31, 2024 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: _____

38. Award of Bids for 2024-2025 Public School Transportation Services – Bid #24-06

Resolved: That the Board, pursuant to requirements of N.J.S.A. 18A:39-3 et seq., awards 2024-2025 Public Student Transportation Services – Bid #24-06 to contractors as per attachment.

MOTION: _____ SECOND: _____ VOTE: _____

39. Acceptance of Monetary Donation from the ExxonMobil Educational Alliance for Holmdel High School

Resolved: That the Board accept, with gratitude, a monetary donation from the ExxonMobil Educational Alliance for Holmdel High School, in the amount of \$500.00 to utilize on Science, Technology, Engineering and Math education.

MOTION: _____ SECOND: _____ VOTE: _____

40. Acceptance of Non-Monetary Donation from the Village School PSA

Resolved: That the Board accept, with gratitude, a non-monetary donation from the Village PSA of a Promethean Board to be installed in the K/1 Science Lab, at a cost not to exceed \$5,960.00.

MOTION: _____ SECOND: _____ VOTE: _____

41. Acceptance/Approval of Additional 2023/2024 Chapter 192-193 Funding

Resolved: That the Board accept/approve additional funding under the provision of Chapter 192-193 (2023/2024) as on file in the Business Office:

Chapter 192-193 Services	Amount
Additional Chapter 192-193 Funding	\$3,460.00
Revised 2023/2024 Entitlement (2/28/2024)	\$339,940.00

MOTION: _____ SECOND: _____ VOTE: _____

42. Approval of Bills Payment – March 27, 2024

Resolved: That the Board approve payment of the March 27, 2024 regular bills list in the amount of \$1,251,831.09 and as certified and approved.

MOTION: _____ SECOND: _____ VOTE: _____

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

POLICY GUIDE

PROGRAM
2240/page 1 of 1
Controversial Issues
Aug 12

2240 CONTROVERSIAL ISSUES

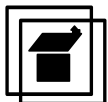
Any discussion of controversial issues in the classroom shall be conducted in an unprejudiced and dispassionate manner designed to foster a spirit of inquiry. Such discussion shall:

- A. Further the educational process;
- B. Match the maturity level of the pupils;
- C. Be related to the goals of the Board and to the appropriate curriculum guide;
and
- D. Present a variety of opinions as appropriate.

If teachers wish to supplement the curriculum with material that may be of a controversial nature, i.e., subject to interpretation as obscene, profane, doctrinaire or inappropriate, each in relation to the maturity level of the class, they must secure the approval of the **superintendent or designee** first. In doubtful cases, the Superintendent may present the matter to the Board of Education for consideration.

In determining speakers to be invited for a class or school-wide program, the Principal **and/or supervisor** must consider whether:

- A. The speaker is controversial for any reason;
- B. The topic is controversial, or sensitive, or known to arouse strong community feelings;
- C. The proposed speaker would gain an advantage by having a "captive" audience; and
- D. Whether the goals of the curriculum would be better promulgated by the guest speaker.



POLICY GUIDE

E. Whether the speaker is a member of or has ties to the local Holmdel community.

F. Whether the speaker is associated with an organization advocating for a particular viewpoint on a topic of public interest that may be subject to dispute.

One or more members of the district's administration or instructional staff, depending upon the size of the audience, will be present when a guest speaker is addressing pupils. **All speakers and/or guest presenters require prior board approval or disclosure, except that prior approval or disclosure is not required when for community members such as residents, alumni, municipal employees, business owners and employees.**

Adopted: 29 August 2012

Revised: 30 August 2023



3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9B-7.1 et seq. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A:6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. and N.J.A.C. 6A:9B-7.4(c), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional certificate of eligibility (CE), certificate of eligibility with advanced standing (CEAS), or standard certificate issued by the New Jersey State Board of Examiners with an endorsement within the scope of the subject being taught for no more than sixty instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:

1. The school district was unable to hire an appropriately certified teacher for the vacant position;
2. The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and



POLICY

3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:
 - a. CE or CEAS holders obtain a provisional certificate;
 - b. CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;
 - c. CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.

4. Parents/Guardians with a child and/or relative who is enrolled in the school district may not serve as a substitute teacher in the school at which their children or relative attends.
 - a. In the elementary schools, the above language applies only to the grade level in which the related student is enrolled.
 - b. For purposes of this provision, relatives shall be defined as siblings, nieces, nephews, or any person living in the same household.

In the event that one individual employed pursuant to the provisions of N.J.S.A. 18A:16-1.1b. is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. and N.J.A.C. 6A:9B-7.4(b), a vacant teaching position may only be filled by one or more individuals employed as substitute teachers and holding an instructional CE, or a CEAS, or a standard certificate issued by the New Jersey State Board of Examiners with an endorsement not within the scope of the subject being taught for no more than forty instructional days in the same classroom per year. The Executive County Superintendent of Schools shall be notified by the Superintendent or designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom.



POLICY

HOLMDEL TOWNSHIP
BOARD OF EDUCATION

Teaching Staff Members
3125.2/Page PAGE 1 of NUMPAGES 3
EMPLOYMENT OF SUBSTITUTE TEACHERS

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. and N.J.A.C. 6A:9B-7.4(a), a vacant teaching position may only be filled by one or more individuals holding a substitute credential or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for no more than twenty instructional days in the same classroom per year. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;

18A:16-1.1c.; 18A:16-1.1d.

N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4;

6A:9B-7.5

Adopted: 29 August 2012

Adopted: 25 April 2018



5701 ACADEMIC INTEGRITY/PLAGIARISM

The Holmdel High School Academic Integrity Policy will promote an environment of intellectual honesty, integrity, fairness, and mutual respect. This initiative will enable students to continue to strive for academic excellence while promoting a sense of ethics and social responsibility.

The Academic Integrity Policy includes the following four principles:

1. Honesty

Academic and professional honesty are required in the production and pursuit of knowledge in a highly academic setting. Students will properly acknowledge all sources of research that are not originally theirs.

2. Integrity

All sources must be acknowledged and credit must be given with all academic submissions.

3. Fairness

Although individual differences exist, there will be equity in implementing the academic integrity standards.

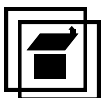
4. Mutual Respect

There will be mutual respect among teachers, students, and administrators.

Academic integrity is the core of academic excellence at Holmdel High School. We will create a culture of honesty and trust where students will develop into responsible learners.

The Holmdel High School community knows that this task will take consistency and fairness in its implementation. It is with this in mind that this policy will include responsibilities of teachers, parents, students, and administrators. All stakeholders of the school community will be educated about this policy before it goes into effect, so there is a broad understanding of its purpose.

Responsibilities of Students, Parents/Guardians, Teachers, and Administrators



The students are expected to uphold the standards of this policy at all times. They will hand in all original work with no exception. If students have knowledge about a violation of this policy it is expected that they will report it to a certificated staff member (teacher, counselor, or administrator).

The parents are expected to support and reinforce the ideals put forth in this policy. If parents have a question about an assignment or a potential policy violation, they should contact the teacher first.

The teachers are expected to review this policy with their students at various times throughout the school year. They will consistently enforce and report all potential violations to their supervisor/administrator. Teachers will also clarify specific directions for assignments and communicate with parents and students when appropriate. They will also use academic integrity statements for designated assignments.

The administrators are expected to consistently uphold and enforce this policy. They will discuss the policy at class meetings and parent meetings to communicate expectations and clarify responsibilities. Administrators will document all violations in a central location for consistent tracking of student incidents.

Infractions and Consequences

Cheating occurs when individuals use course materials, information or devices (e.g., programmable calculator, cell phone) when such is unauthorized or prohibited. Examples of cheating include, but are not limited to:

- Communicating information about assessment or assignments verbally or through writing, social media or any forms of technology (ex. texting, Facebook)
- Having or using unauthorized materials, information or an unauthorized device at an examination, test or quiz
- Copying from another student an assignment, paper, lab report, project, homework assignment, assessment or other assignment
- Permitting another student to copy from an assignment, paper, lab report, project, homework assignment, assessment or other assignment
- Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration



- Having another person act as proxy to take an examination, test or quiz or to complete an assignment, paper, computer program, or project

Included below is a list of possible infractions and consequences. This list is meant to be used as a guide and does not include all possible violations.

Level I Offenses

- Copying or lending assignments without authorization, including homework, computer files, papers, classwork and lab assignments.
- Using strategic absenteeism to gain an apparent advantage on assessment dates and assignment due dates.
- Fabricating data or resources on any assignment.
- Altering a returned assessment paper to seek a better grade.
- Breaking test protocol as defined by the teacher. Examples include, but are not limited to: no talking, not using notes, and books/materials closed and off desk.
- Plagiarizing: The student has completed the majority of the work on his/her own. The student plagiarizes a few lines of text or at most a paragraph without proper citation. If a student has any concerns or questions about how to cite material for particular assignments, the student has the responsibility to consult his/her teacher.

Level I Consequences

Holmdel staff and administrators will respond to a violation of the Academic Integrity Policy with one or more of the following actions. All infractions will become a part of the student's disciplinary record.

- Grade of zero for the assignment with no opportunity to make up work
- Grade reduction after completion of an alternative assignment
- After school detention
- Notification to, and removal from the National Honor Society
- Possible loss of eligibility for academic honors including valedictorian.



Repeat offenders can expect a Level II consequence to be applied.

Level II Offenses

- Providing/receiving unauthorized assistance during an assessment.
- Accessing teacher materials and/or grades, including electronic access and hard copy access.
- Storing data on electronic devices and retrieving the data to assist during an exam.
- Possessing teacher test banks and teacher edition materials.
- Sharing content of teacher assessments with other students. This includes verbal, electronic, or hard copy communication.
- Plagiarizing: The student hands in an assignment where significant portions of the student's work are not his/her own. Significant portions may be defined as multiple paragraphs. If a student has any concerns or questions about how to cite material for particular assignments, the student has the responsibility to consult his/her teacher.

Level II Consequences

Holmdel staff and administrators will respond to a violation of the Academic Integrity Policy with one or more of the following actions. All infractions will become a part of the student's disciplinary record.

- Grade of zero for the assignment with no opportunity to make up work
- Grade reduction after completion of an alternative assignment
- Notification to, and removal from National Honor Society
- Loss of eligibility for academic honors including valedictorian
- Extended detention
- In-School Suspension
- Out of School Suspension



ACADEMIC INTEGRITY/PLAGIARISM

When determining the appropriate consequence(s) for multiple or repeat offenses, staff and administration will consider the offending student's academic integrity record for his/her entire Holmdel High School career.

The Administration reserves the right to administer additional Level I or Level II consequences beyond those listed above, including the suspension of school privileges or participation in school-sponsored activities. Administrative determinations may be appealed as per regulation 9130 – Public Complaints and Grievances.

Adopted: 29 August 2012

Adopted: 27 May 2020



2510 – Adoption of Textbooks

The Board of Education shall approve all textbooks used in the educational program of this district. "Textbook" means the principal source of instructional material for any given course of study, in whatever form the material may be presented, which is available or distributed to every pupil enrolled in the course of study.

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration.

In considering the approval of any proposed textbooks, the Board will weigh its value as a learning tool; its suitability for the maturity level and educational accomplishment of the pupils who will be using the book; its freedom from bias; its relationship to a course of study adopted by the Board; its relationship to a continuous multigrade program; its impact on community standards of taste; the manner by which it was selected; and its cost, appearance, and durability.

The Superintendent shall develop regulations for the selection of textbooks that include effective consultation with professional staff members at all appropriate levels.

Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance and shall be replaced or updated with new editions as often as necessary to meet the needs of pupils and the curriculum.

A list of all approved textbooks shall be maintained and revised annually by the Superintendent and made available for the use of the professional staff and for the information of members of the Board and the public.

N.J.S.A. 18A:34-1; 18A:34-2

Adopted: 29 August 2012



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ADOPTION OF TEXTBOOKS

R 2510 ADOPTION OF TEXTBOOKS

A. Definition

A “textbook” is the principal source of instructional material for any given course of study, in whatever form the material may be presented, which is available to or distributed to every pupil enrolled in the course of study.

B. Textbook Selection Committee

1. A textbook selection committee(s) will be convened by the Principal of each school, or academic supervisor in conjunction with curriculum review.
2. The Principal or academic supervisor will appoint the committee that will include teaching staff members, who represent a range of interests and backgrounds.
3. The Director of Curriculum and Instruction is an ex officio member of all committees.
4. An administrator will chair the committee.

C. Recommendation Procedures

1. Any teaching staff member may request the textbook selection committee’s consideration of a possible textbook.
2. The textbook selection committee will investigate current textbooks on the market.
3. A textbook recommended for screening should be read and examined by each of the textbook selection committee members or, in a departmentalized school, by the appropriate subject area representatives. The committee members should have examined, wherever possible, at least three other books similar in nature to the textbook recommended for adoption.
4. Each textbook selection committee should submit to the chairperson a written evaluation of the textbook.

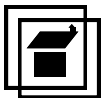


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5. The committee chairperson will also read and examine each recommended textbook.
 6. The committee chairperson or the person initiating the request for consideration will prepare an evaluation report for submission to the Superintendent.
 7. The Superintendent will forward the recommendation to the Board. He/She may first convene the textbook selection committee or confer with the chairman of the committee to discuss the evaluation report and the merits of the recommended textbook.
- D. Review of Textbooks Currently In Use
1. Each textbook that has been in use in the district for five years or more will be evaluated annually by the grade level or academic department for its continuing usefulness. In addition, any teaching staff member may recommend the review of a textbook currently in use and used for less than five years.
 2. The grade level or academic department will consider:
 - a. The length of service of the current textbook,
 - b. The copyright date,
 - c. The average condition of the textbooks currently in use,
 - d. The cost of replacements,
 - e. The merits of the textbook in the light of the standards by which new textbooks are measured, and
 - f. If review has been especially requested, the reason for the request.
 3. A recommendation to retire a textbook will be forwarded to the Superintendent with a full report of the grade level or academic department's findings. Any such recommendation should be accompanied



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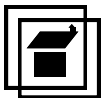
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by the grade level or academic department's suggestion for a replacement textbook.

E. Standards of Review

In the review of any suggested textbook, the textbook selection committee shall consider:

1. The reliability and reputation for scholarship of its author and publisher;
2. Whether the content of the textbook
 - a. Relates to the course of study in which it will be used,
 - b. Can be read and understood by the pupils for whom its use is intended,
 - c. Is accurate and up to date,
 - d. Clearly distinguishes fact from opinion,
 - e. Is well organized and presented,
 - f. Includes helpful and thoughtfully prepared indexes, graphic materials, references, bibliographies, glossaries, and appendices, and
 - g. Is biased.
3. The ways in which a proposed textbook improves on the book it replaces;
4. Whether the proposed textbook's binding, paper, and typeface are appropriate and durable;
5. The cost and probable life of the proposed textbook;
6. Whether the presentation of any controversial subject is objective and suitable to the maturity of the pupils for whose use the book is intended;



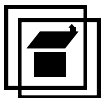
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7. The experience other schools and/or districts may have had with the use of the proposed textbook; and
8. The textbook's compliance with the district's affirmative action plan for school and classroom practices, as set forth in Policy No. 2260.

Issued: 29 August 2012



Leaves of Absence

Motion #9 - March 27, 2024 Agenda

	Last Name	First Name	Leave Dates*
a.	Murphy	Kelsey	03/08/24-03/24/24
b.	Pacillo	Catherine	04/09/24-05/09/24
c.	Picascia	Giulia	09/01/24-01/28/25
d.	Thomas	Meredith	03/08/24-06/10/24

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

Extend Extra Level of Staffing

Motion #11 - March 27, 2024 Agenda

	Last Name	First Name	Proportion*	Dates
a.	Andersen	Lauren	0.2	04/01/24-06/30/24
b.	Hyland	Amanda	0.2	04/01/24-06/30/24
c.	Saler	Daren	0.2	04/01/24-06/30/24
d.	Soviero	Brianna	0.2	04/01/24-06/30/24
e.	Suppa	Devon	0.05	04/01/24-06/30/24

**prorated*

Extra Level of Staffing

Motion #12 - March 27, 2024 Agenda

	Last Name	First Name	Proportion*	Dates
a.	Cimino	Matthew	0.2	03/07/24-06/12/24
b.	Gindi	Dana	0.2	03/07/24-06/12/24
c.	Keane	Michael	0.2	03/07/24-06/12/24
d.	Mulhern	Kaitlyn	0.2	03/07/24-06/12/24

**prorated*

Before and After School Supplemental Support

Motion #21 - March 27, 2024 Agenda

	Last	First	Location	Grant Funded Position	Hourly Rate*
a.	Villacres	Carla	William R. Satz	Learning Coach	\$58.11
b.	Halpin	Nicole	Holmdel High School	Learning Coach	\$58.41
c.	Mulhern	Kaitlyn	Holmdel High School	Learning Coach	\$64.41
d.	Wojcik	Michelle	Holmdel High School	Learning Coach	\$48.19

**Funded by Title I, Part A*

March 2024 - Motion #25

	Date	Name	Location	Professional Development Activities/ Meetings	City, State	Cost/Fees
a.	06/04/2024 & 06/11/2024	Bligh, L	Village	Intro to Story Champs	Virtual	\$175.00
b.	06/06/2024 06/13/2024 06/20/2024	Bligh, L	Village	CUBED-3	Virtual	\$150.00
c.	04/11/2024 - 04/12/2024	Deshpande, M	Village	Tools of the Mind - Understanding Challenging Behavior	Virtual	\$500.00
d.	04/11/2024 - 04/12/2024	Farese, A	Village	Tools of the Mind - Understanding Challenging Behavior	Virtual	\$500.00
e.	06/07/2024	Gargano, J	Indian Hill	Summer Inclusion Leadership Conference	Union, NJ	\$187.79
f.	04/14/2024 - 04/17/2024	Glennon, M	District	2024 NASW-NJ Annual Conference	Atlantic City, NJ	\$590.00
g.	04/11/2024	Gliet, M	Village	Tools of the Mind - Understanding Challenging Behavior	Virtual	\$500.00
h.	06/22/2024 - 06/28/2024	Killean, A	District	ISTE Workshop	Denver, CO	\$2,050.00
i.	07/14/2024 - 07/19/2024	Lamoglia, A	District	NTER Master Trainer Program	Woodlawn, MD	\$841.99
j.	06/07/2024	McDevitt, S	Indian Hill	Summer Inclusion Leadership Conference	Union, NJ	\$187.79
k.	04/11/2024 - 04/12/2024	Murphy, K	Village	Tools of the Mind - Understanding Challenging Behavior	Virtual	\$500.00
l.	07/14/2024 - 07/19/2024	Papalia, F	District	NTER Master Trainer Program	Woodlawn, MD	\$841.99
m.	04/11/2024	Sinclair, A	Village	Bridges Intervention	Virtual	\$75.00

Award of Bids for 2024-2025 Public Student Transportation Services - Bid #24-06

On February 6, 2024 at 11:00 a.m., the following bids were received for 2024-2025 Public Student Transportation Services Bid #24-06:

	CONTRACTOR Helfrich	CONTRACTOR Keyport Auto	CONTRACTOR Jays	CONTRACTOR Garas
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH1/IH1/Baseball1	no bid	no bid	\$678.00	\$898.00
Inc/Dec Adj.			\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH2/IH2/Bear2	\$540.00	\$507.00	\$528.00	\$789.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH3/IH3/Wagon3	no bid	\$507.00	\$532.00	\$796.00
Inc/Dec Adj.		\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH4/IH4/Lemon4	\$495.00	\$507.00	\$534.00	\$692.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH5/IH5/Guitar5	\$540.00	\$537.00	\$529.00	\$892.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH6/IH6/Flag6	\$540.00	\$507.00	\$533.00	\$982.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH7/IH7/Giraffe7	\$495.00	\$507.00	\$529.00	\$793.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH8/IH8/Fish8	no bid	\$507.00	\$532.00	\$867.00
Inc/Dec Adj.		\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH9/IH9/Snake9	\$495.00	\$537.00	\$674.00	\$798.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH10/IH10/Balloon10	\$540.00	\$507.00	\$529.00	\$869.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH11/IH11/Owl11	no bid	\$507.00	\$546.00	\$992.00
Inc/Dec Adj.		\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH12/IH12/Sun12	\$495.00	\$507.00	\$558.00	\$682.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH13/IH13/Pineapple13	\$775.00	\$507.00	\$676.00	\$792.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH14/IH14/Kitten14	no bid	\$507.00	\$558.00	\$962.00
Inc/Dec Adj.		\$1.25	\$0.01	\$2.00

	CONTRACTOR	CONTRACTOR	CONTRACTOR	CONTRACTOR
	Helfrich	Keyport Auto	Jays	Garas
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH15/IH15/Butterfly15	no bid	\$507.00	\$549.00	\$943.00
Inc/Dec Adj.		\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH16/IH16/Zebra16	\$540.00	\$537.00	\$678.00	\$962.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH17/IH17/Book17	\$540.00	\$507.00	\$664.00	\$872.00
Inc/Dec Adj.	\$0.01	\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH18/IH18/Watermelon18	no bid	\$507.00	\$678.00	\$893.00
Inc/Dec Adj.		\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH19/IH19/Bell19	no bid	\$567.00	\$529.00	\$799.00
Inc/Dec Adj.		\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH20/IH20/Flower20	no bid	\$507.00	\$669.00	\$959.00
Inc/Dec Adj.		\$1.25	\$0.01	\$2.00
	Bid Amount	Bid Amount	Bid Amount	Bid Amount
SH21/IH21/Lion21	\$495.00	no bid	\$543.00	\$782.00
Inc/Dec Adj.	\$0.01		\$0.01	\$2.00

Resolved: That the Board, pursuant to requirements of N.J.S.A. 18A:39-3 et seq., awards 2024-2025 Public Student Transportation Services – Bid #24-06 to contractors as follows:

Jays	Bid Amount
SH1/IH1/Baseball1	\$678.00
Inc/Dec Adj.	\$0.01

Keyport Auto	Bid Amount
SH2/IH2/Bear2	\$507.00
Inc/Dec Adj.	\$1.25

Keyport Auto	Bid Amount
SH3/IH3/Wagon3	\$507.00
Inc/Dec Adj.	\$1.25

Helfrich	Bid Amount
SH4/IH4/Lemon4	\$495.00
Inc/Dec Adj.	\$0.01

Jays	Bid Amount
SH5/IH5/Guitar5	\$529.00
Inc/Dec Adj.	\$0.01

Keyport Auto	Bid Amount
SH6/IH6/Flag6	\$507.00
Inc/Dec Adj.	\$1.25

Helfrich	Bid Amount
SH7/IH7/Giraffe7	\$495.00
Inc/Dec Adj.	\$0.01

Keyport Auto	Bid Amount
SH8/IH8/Fish8	\$507.00
Inc/Dec Adj.	\$1.25

Helfrich	Bid Amount
SH9/IH9/Snake9	\$495.00
Inc/Dec Adj.	\$0.01

Keyport Auto	Bid Amount
SH10/IH10/Balloon10	\$507.00
Inc/Dec Adj.	\$1.25

Keyport Auto	Bid Amount
SH11/IH11/Owl11	\$507.00
Inc/Dec Adj.	\$1.25

Helfrich	Bid Amount
SH12/IH12/Sun12	\$495.00
Inc/Dec Adj.	\$0.01

Keyport Auto	Bid Amount
SH13/IH13/Pineapple13	\$507.00
Inc/Dec Adj.	\$1.25

Keyport Auto	Bid Amount
SH14/IH14/Kitten14	\$507.00
Inc/Dec Adj.	\$1.25

Keyport Auto	Bid Amount
SH15/IH15/Butterfly15	\$507.00
Inc/Dec Adj.	\$1.25

Keyport Auto	Bid Amount
SH17/IH17/Book17	\$507.00
Inc/Dec Adj.	\$1.25

Jays	Bid Amount
SH19/IH19/Bell19	\$529.00
Inc/Dec Adj.	\$0.01

Helfrich	Bid Amount
SH21/IH21/Lion21	\$495.00
Inc/Dec Adj.	\$0.01

Keyport Auto	Bid Amount
SH16/IH16/Zebra16	\$537.00
Inc/Dec Adj.	\$1.25

Keyport Auto	Bid Amount
SH18/IH18/Watermelon18	\$507.00
Inc/Dec Adj.	\$1.25

Keyport Auto	Bid Amount
SH20/IH20/Flower20	\$507.00
Inc/Dec Adj.	\$1.25