



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## AGENDA REGULAR BUSINESS MEETING HOLMDEL HIGH SCHOOL / REMOTE NOVEMBER 17, 2021 7:00 PM

### *Mission Statement*

*The mission of the Holmdel Township Public Schools is to provide 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 Student Learning Standards, and to become responsible and resourceful citizens and lifelong learners.*

### A. Call to Order

The Board of Education, Township of Holmdel, met in a Regular Business Meeting on Wednesday, November 17, 2021 remotely and at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:00 p.m. by Mr. Sockol, Vice President of the Board.

### B. 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, 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, Independent, 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. 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 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.

### D. Roll Call/Flag Salute

The following Board members were present: Mesdames: Briamonte, Urbanski and Zhang. Messrs: Sockol, Reddy and Wall. Absent: Ms. Flynn, Mr. Foster and Mr. Hammer. Also present, Dr. Lee Seitz, Interim Superintendent, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Paul Green,

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Board Attorney. Student Representatives to the Board, Mr. Haroon Shaikh and Ms. Trinity Han were also present.

E. Presentation(s)/Public Hearing(s)-

Data Presentation – Dr. Jeffrey Charney, Alicia Farese and Denise Wrubel

F. Report of the Student Representatives to the Board

Resolved: That the Reports of the student representatives are hereby accepted.

MOTION: Show of Hands to Accept – All Approved

G. Report of the Superintendent

The first thing I want to mention is that we are doing pretty well in managing the Covid situation in the schools. The numbers were just posted today and they continue to trend in a good direction. I am meeting with the Assistant Commissioner from the New Jersey Department of Education on Friday and I'll be with other Superintendents, of course. The purpose of that meeting will be to discuss the state's position on testing and quarantining. We are hopeful that we'll get some guidance that is a little more specific and provides us the opportunity, with testing, that we might be able to reduce the length that someone has to quarantine. It's clear, from the numbers we have seen that quarantine is effective and necessary when we do have a case of Covid break out in the school system. You'll notice that from last week's numbers to this week's numbers, the number of students in quarantine has dropped dramatically. So we'll continue to monitor that situation. As soon as we can get closer to back to normal, we will. Again, I'm hopeful that the meeting I'll be attending on Friday will take us a long way to getting insight into how we can make things better for our students and our staff members.

I think it would be wrong for me not to speak briefly as a follow-up to the test results that we received today. I think back to a little over year ago. I came on board in July and Dr. Charney came on board in August and at that time, after a spring of virtual, we were telling you, if I recall correctly, that we anticipated the recovery would take 12-18 months. Then we went through the 2020-2021 school year and many of us, including myself thought we would be back to a full time, normal school day long before (well we're still not there) but long before we got to the point where we are now. I think we have to set clear expectations that the recovery from the pandemic is going to take some time. I think the steps that Dr. Charney and our Supervisors and, most importantly, our teachers are taking will be a positive step and tremendous support for our students to help close that gap and close that deficiency that occurred. To Dr. Charney's point, I think it requires some emphasis - nobody can do it alone. Our students cannot overcome this by themselves. Our teachers cannot overcome this deficiency by themselves. I think back to a workshop that I went to at Disney where they talked about the "Power of 3" and I think in this situation, the "Power of 3" is really what we need. We need our parents, and our teachers and our students. I think, to a degree, they are all working hard to get this done but we need them to work together. An example of that is we had the step up program that ran in the summer, we have tutoring going on now and we are establishing learning hubs and our teachers are working hard but if parents are not encouraging their students to go there and work hard, it will not be successful. So we need a unified effort between our students, our parents and our teachers to make this successful and when I say successful, I mean dramatically increase the achievement level of our students. I think it's very doable. I think the resources that we have and are applying to this situation are tremendous but it really takes a clear understanding that our students need to be in these learning centers. Our students need to take advantage of the tutoring that we have before and after school. Let's be very clear on this. Next summer, we are going to need to have our students take advantage of the step-up program. I think, realistically, September of 2022 is when we'll see us getting really back to normal and, I hope, surpass what we've done in the past here in

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Holmdel. We need to work together. One thing we didn't mention and I know we've discussed it but I want to mention it tonight is I think we need to encourage our students and make our parents aware that there are many opportunities to learn outside of the school day, outside of our teacher tutoring. It's not, obviously, my generation, but there are tremendous online resources. I like to putt around the house watching YouTube and learn how to fix things – replace a faucet, for example. You can go to YouTube and find out how to do some math problem you're struggling with. You can go to the Khan Academy and learn how to do some math process you're struggling with. In addition to what we're already doing, I think we need to find a way to encourage our students to take advantage of those online services. Again, it's not what I'm accustomed to but, from everything I've seen with today's students, they are. I think when we throw that into the mix and we have everybody working effectively, I think we'll be successful. I use the term effectively because I believe everyone is working hard. Dr. Charney mentioned that in one of our classes, they spent the last 2½ months re-teaching what was supposed to have been learned last year. That is great that our teachers took the time to do that and we're seeing results from that but that just gives you an insight into how challenging this is. There is always some regression over the summer. We all know that, we all accept it and we know how to address that in September. We've never had regression from a pandemic. We've never had this long period of time where students were not in the classroom interacting with their teachers. At the end of the day, everybody that I've spoken to and everybody on this Board believes that interaction between a teacher and a student is critical and the most effective thing we can do. So, I'm encouraging our students and their parents to talk about this to come up with a plan on how their child (our students) can take advantage of the opportunities we are presenting. I truly believe that if our students get in front of our teachers, outside of the normal class period, through tutoring or the learning hubs, do some work online and take advantage of the resources that are out there, I think this district will come roaring back and see great success. We need to work cooperatively. We need to establish a plan where I sit down with my child and say, ok, what days are you going to be in the learning hub, what days can you come in before school, what days can you stay after school, or have you gone to the Khan Academy to learn this concept that you're struggling with? We need to work with them and monitor them and support them. Our teachers will do the same and I think that, at the end of the day, we will be successful. So, I thank Dr. Charney for being frank and demonstrating to everyone the challenges we're facing. I also, just like Dr. Charney, know that we have excellent teachers who are dedicated to making their students successful and we will work with those teachers and the Holmdel students to make those students successful. That concludes my report for this evening.

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

MOTION: Show of Hands to Accept – All Approved

H. Harassment, Intimidation and Bullying (H.I.B.) Report - None

I. Committee Report(s)

Before a matter is placed on the agenda at a public meeting, the administration reviews the matter with the Superintendent of Schools. Members of Board committees then work with the Superintendent to ensure a full review of these matters and after committee review and discussion, administrative recommendations are placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

- Mrs. Urbanski – Curriculum, Instruction & Special Services
- Mrs. Briamonte – Budget & Finance
- Mrs. Briamonte – Buildings, Grounds & Safety
- Mr. Wall – Labor Negotiations/Personnel

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

- Mrs. King, HTEA President, referenced two (2) agenda items (resolution #25 and #28). Regarding #25 (Approval of Changes in Assignment/Location/Salary) and the effective date, she did not think there was enough time for transition. Regarding #28 (Approval of Job Description), she believes this position already exists within the HTEA (just a title difference). She requested the resolutions be pulled from the agenda for additional discussion.

K. Action Items

• Approval of Minutes:

1. Approval of Minutes – Special Board Meeting – Closed Executive Session – October 13, 2021

Resolved: That the Board approve the minutes of the following meeting: Special Board Meeting – Closed Executive Session – October 13, 2021.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

2. Approval of Minutes – Special Board Meeting – October 13, 2021

Resolved: That the Board approve the minutes of the following meeting: Special Board Meeting – October 13, 2021.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

3. Approval of Minutes – Committee of the Whole Meeting – Closed Executive Session – October 20, 2021

Resolved: That the Board approve the minutes of the following meeting: Committee of the Whole Meeting – Closed Executive Session – October 20, 2021.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

4. Approval of Minutes – Committee of the Whole Meeting – October 20, 2021

Resolved: That the Board approve the minutes of the following meeting: Committee of the Whole Meeting – October 20, 2021.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

5. Approval of Minutes – Closed Executive Session Meeting – October 27, 2021

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session Meeting – October 27, 2021.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0

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Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

6. Approval of Minutes – Regular Business Meeting – October 27, 2021

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – October 27, 2021.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

• **Policy:**

7. Approval of Policies and Regulations

Resolved: That the Board approve the following policies and regulations and hereby designate as a second and final reading, as per attachment:

- Policy 6115.01 Federal Awards/Funds Internal Controls–Allowability of Costs (M) (New)
- Policy 6115.02 Federal Awards/Funds Internal Controls-Mandatory Disclosures (M) (New)
- Policy 6115.03 Federal Awards/Funds Internal Controls – Conflict of Interest (M) (New)
- Policy 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- Policy 6440 Cooperative Purchasing (M) (Revised)
- Policy 7425 Lead Testing of Water in Schools (M) (Revised)
- Regulation 7425 Lead Testing of Water in Schools (M) (Revised)
- Policy 7450 Property Inventory (M) (Revised)
- Policy 8420 Emergency and Crisis Situations (M) (Revised)
- Regulation 8420.1 Fire and Fire Drills (M) (Revised)

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

• **Superintendent’s Recommendations**

8. 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 Staff Member Expenses, as follows: [B]

Date	Name	Location	Professional Development Activities/Meetings	City, State	Cost/Fees
12/09/21	Bosmans, N.	High School	There's Too Much on my Plate!	Holmdel, NJ	\$114.85
12/03/21	Davidson, M.	High School	Annual Financial Literacy Symposium	Branchburg, NJ	\$21.00
03/24/22	Howard, A.	Village School	NJPSA- Celebrate	Atlantic City, NJ	\$320.00
02/05/22	Lane, R.	Indian Hill School	Winter 2022 Art Ed Now Conference	Online	\$149.00
12/03/21	Lorentzen, K.	High School	Annual Financial Literacy Symposium	Branchburg, NJ	\$21.00

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Date	Name	Location	Professional Development Activities/Meetings	City, State	Cost/Fees
12/09/21	Mulhern, K.	High School	There's Too Much on my Plate!	Holmdel, NJ	\$114.85
12/07/21	Pietrocola, R.	High School	Tyrell Tech – Laser Maintenance	Flemington, NJ	\$0.00
11/17/21	Requa, C.	Indian Hill School	Talk about Teaching: Growth Focused Observation and Feedback Course	Online	\$375.00
12/13/21 01/18/22 02/08/22	Thomas, A.	High School	NJPSA - Equity in Action Leadership Academy	Online	\$450.00

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

9. 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: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

10. Approval of Adoption of Textbooks/Supplemental Resources for Instruction, Grades K-12

Resolved: That the Board approve the adoption of supplemental resources for instruction, grades K-12, as follows: [B]

Title	Course
Literature & Composition Essential Voices, Essential Skills for the AP Course	AP Literature and Composition

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

11. Approval of Home/Bedside Instruction

Resolved: That the Board approve home/bedside instruction services for the following students for the period indicated:

SID	Services	Classification	Start Date	End Date	Cost
6338135535	Home Instruction	n/a	09/23/21	TBD	\$57.00/hr
4565154298	Home Instruction	n/a	09/30/21	TBD	\$57.00/hr
2457552895	Home Instruction	n/a	09/15/21	TBD	\$57.00/hr
2152938945	Home Instruction	n/a	09/20/21	TBD	\$57.00/hr

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MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

12. Approval of Urine Drug Screening (UDS) and Medical Clearance

Resolved: That the Board approve Aegis Sciences Corporation to perform drug and alcohol testing for the 2021/2022 school year as follows:

Description	Cost per test
Urine Screen for synthetic cannabinoids, synthetic stimulants	\$20.00
Zero-Tolerance Drug Testing for Athletes	\$45.00

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

13. Approval of Out-of-District Student Placements

Resolved: That the Board approve the placement of the following students at the facility listed for the 2021/2022 school year as follows:

SID	Placement	Classification	Start Date	Cost
7596959796	Collier	ED	11/08/21	\$48,081.00

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

14. Approval of Revised Community Based Instruction (CBI) and Structured Learning Experience (SLE) Locations for the 2021/2022 School Year

Resolved: That the Board approve the revised 2021/2022 Community Based (CBI) and Structured Learning Experience (SLE) locations as on file in the Office of the Superintendent and the Office of Special Services.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

15. Approval of 2021/2022 District Nursing Plan

Resolved: That the Board approve the 2021/2022 District Nursing Plan, as on file in the Office of the Superintendent.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

16. Acceptance of Resignation, Part Time, Special Education Monitor, Holmdel High School

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Resolved: That the Board accept the resignation of Cheryl Visceglia, Part-Time Special Education Monitor, Holmdel High School, effective November 14, 2021.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

17. Approval of Leave of Absence

Resolved: That the Board approve leave of absence as follows: [B]

Last Name	First Name	Leave Dates*
Gonzalez	Gianna	01/06/22-04/10/22

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

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

18. Approval of Appointment, Consultant, Director of Human Resources & Compliance, District

Resolved: That the Board approve the appointment of Jackie Palmer, Consultant, Director of Human Resources & Compliance, District, on an as needed basis, not to exceed 40 days, effective November 18, 2021, at a per diem rate of \$500.00.[B]

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

19. Approval of Appointment, Supervisor of Humanities, Grades 7-12

Resolved: That the Board approve the appointment of Janine Arciero, Supervisor of Humanities, Grades 7-12, at a salary of \$104,000.00, prorated, effective on or before January 18, 2022 through June 30, 2022, pending criminal history review.  
 [A. Farese - Change in Assignment][B]

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

20. Approval of Appointment, Temporary Leave Replacement, Social Worker, Village School

Resolved: That the Board approve the appointment of Tracy Sherman, Temporary Leave Replacement, Social Worker, Village School, at a salary of step 1MA, \$63,900.00, prorated, effective retroactive from November 1, 2021 through February 16, 2022, pending criminal history review. Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA. [L. Oldenski – Leave of Absence] [B]

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

21. Approval of Appointment, Temporary Leave Replacement, 2<sup>nd</sup> Grade Teacher, Village School

Resolved: That the Board approve the appointment of Caroline Sparacino, Temporary Leave Replacement, 2<sup>nd</sup> Grade Teacher, Village School, at a salary of step 1BA, \$55,100.00,



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prorated, effective December 17, 2021 through June 30, 2022, pending criminal history review. Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA. [A. Allen – Leave of Absence] [B]

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

22. Approval of Appointment, Lunchroom/Playground Aide, W.R. Satz School

Resolved: That the Board approve the appointment of Cheryl Visceglia, Lunchroom/ Playground Aide, W.R. Satz School, at a salary of \$19.77 per hour for 2.5 hours per day, 5 days a week, effective retroactive from November 15, 2021 through June 30, 2022. Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA. [C. Martin – Resignation][B]

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

23. Approval of Appointment, Part-Time Special Education Monitor, Holmdel High School

Resolved: That the Board approve the appointment of William Dengler, part-time Special Education Monitor, Holmdel High School, step 1, at a salary of \$26.31 per hour for 4 hours per day, 4 days a week, prorated, effective retroactive from November 15, 2021 through June 30, 2022, pending criminal history review. Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA. [New][B]

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

24. Approval of Appointment, P.M. Bus Monitor, Indian Hill School

Resolved: That the Board approve the appointment of Nina Cagnoni, P.M. Bus Monitor, Indian Hill School, at a salary of \$26.31 per hour for 1 hour per day, 5 days a week, effective November 18, 2021 through June 30, 2022. Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA. [L. Fernand – Resignation][B]

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

25. Approval of Changes in Assignment/Location/Salary

Resolved: That the Board approve the changes in Assignment/Location/Salary, effective November 22, 2021, as follows:

Last Name	First Name	Position/Location From	Salary	Position/Location to	Salary
Buzzerio	Giovanna	Secretary to Principal/ W.R. Satz School	\$61,331.00	Administrative Assistant to Superintendent of Schools, Special Projects	\$67,450.00
Dasaro	Patricia	Executive Secretary to Assistant Superintendent, Curriculum & Instruction	\$60,141.00	Secretary to Principal, W.R. Satz School	\$61,331.00

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MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

26. Approval of Changes in Location/Assignments/Hours

Resolved: That the Board approve changes in Location/Assignment/Hours, as follows:

Last Name	First Name	Position/Hours From	Location From	Position/Hours to	Location to	Effective:
Cagnoni	Nina	Lunchroom/Playground Aide – 5.25 hours x 5 days per week	Indian Hill School	Lunchroom/Playground Aide – 4 hours x 5 days per week	Indian Hill School	11/18/21
Rothman	Mary	Special Education Monitor	Indian Hill School	Special Education Monitor	Village School	11/08/21
Solfaro	Julie	Special Education Monitor	Village School	Special Education Monitor	Indian Hill School	11/08/21

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

27. Approval of Appointment, Staff Elementary Summer Screening 2021/2022 School Year

Resolved: That the Board approve the appointment of staff members, for the Elementary Summer Screening, Village School, not to exceed 18 hours, as follows: [B]

Last Name	First Name	Hourly Rate*
Barry	Ann Marie	\$75.13
Mirto	Gina	\$47.56
Smith	Elizabeth	\$70.04
Thomas	Meredith	\$71.67
Waddell	Rebecca	\$77.13

*\*Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA*

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

28. Approval of Job Description, Teacher Assistant

Resolved: That the Board approve the job description, Teacher Assistant, for the 2021/2022 school year as per attachment [B]

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

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29. Approval of Schedule B Appointments

Resolved: That the Board approve the Schedule B appointments for the 2021/2022 school year as per attachment. [B]

Roll Call Vote for all Schedule B appointments except #8:

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

Roll Call Vote for Schedule B appointment #8:

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 5-1  
 NAY: Mrs. Urbanski  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

30. Approval of Appointment, Volunteers, Holmdel High School

Resolved: That the Board approve the Volunteers for Holmdel High School, for the 2021/2022 school year, as follows:

Last Name	First Name	Position
Vespa	Ronald	Assistant Boys Basketball
Campanella	Peter	Assistant Fencing

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

31. Approval of Appointment, Day-to-Day Substitutes

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

Last Name	First Name	Substitute Position(s)	Effective Dates
Meiley	Alexis	Clerical	11/18/21
Morath	Jessica	Teacher	12/01/21
VandeLeuv	Monique	Teacher	11/18/21
Walier	SallyAnn	Teacher	11/18/21

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

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• **Business Administrator’s Recommendations**

32. Approval and Submission of the American Rescue Plan Elementary and Secondary School Emergency Relief Fund (ARP ESSER) Grant Award/Application

Resolved: That the Board approve the submission of the American Rescue Plan Elementary and Secondary School Emergency Relief Fund (ARP ESSER) Grant Award/Application and accept the funds in the amount of \$1,541,097.00 as follows:

Holmdel Township School District	ESSER	Accelerated Learning Coaching & Educator Support	Evidence-Based Summer Learning & Enrichment Activities	Evidence-Based Comprehensive Beyond the School Day Activities	NJTSS Mental Health Support Staffing
	\$1,183,884.00	\$232,213.00	\$40,000.00	\$40,000.00	\$45,000.00

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

33. Approval of Comprehensive Maintenance Plan and M-1 Form

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting required maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities for the various school facilities of the Holmdel Township Public Schools are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW, THEREFORE BE IT RESOLVED that the Board approve the Comprehensive Maintenance Plan and M-1 form for the Holmdel Township Public Schools in compliance with Department of Education requirements, as on file in the Business Office.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
 Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

34. Approval of Monthly Certification – October 31, 2021

Resolved: That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of October 31, 2021 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

AGENDA  
REGULAR BUSINESS MEETING  
HOLMDEL HIGH SCHOOL / REMOTE  
NOVEMBER 17, 2021 7:00 PM

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: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

35. Approval of Business Administrator/Board Secretary's Financial Report – October 31, 2021

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending October 31, 2021 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

36. Approval of Treasurer's Financial Report – October 31, 2021

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending October 31, 2021 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: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

37. Approval of Bills Payment – November 17, 2021

Resolved: That the Board approve payment of the November 17, 2021 regular bills list in the amount of \$1,723,962.74 and as certified and approved.

MOTION: Mr. Wall SECOND: Mrs. Briamonte VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

38. Approval of Settlement Agreement with Student #6937740815

Whereas: Claims have been made against the Holmdel Township Board of Education in anticipation of litigation with Student #6937740815; and in accordance with the transcript of the proceedings which occurred on November 4, 2021 under agency reference number 2022-33428.

Whereas: The Holmdel Township Board of Education has agreed to resolve all issues pursuant to the terms reviewed by the Holmdel Township Board of Education in Executive Session on November 17, 2021;

NOW THEREFORE BE IT RESOLVED:

That the Holmdel Township Board of Education authorizes the Board President to sign the agreement on Behalf of the Holmdel Township Board of Education.

MOTION: Mrs. Briamonte SECOND: Mr. Wall VOTE: 6-0  
Absent: Ms. Flynn, Mr. Foster and Mr. Hammer

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L. Old Business - None

M. New Business

- Mrs. Urbanski referenced the topic of student stress and spoke about the delays in graded work and the impact on student stress. She asked if a policy could be proposed to address the timely completion of graded work. Dr. Seitz stated he would look into this matter and it will be discussed by the Curriculum and Instruction Committee.
- Mr. Haroon Shaikh, Student Representative to the Board, agreed with these comments and that the delays in receiving graded work does cause added stress to the students.

N. Questions or Comments from the Public

- Dr. Liu, Parent/Infectious Disease Specialist at Jersey Shore Medical Center, stated that he has seen an increase in cases and it isn't even the holidays yet. He wanted to stress that the District continues to keep up everything we are currently doing. He recommended and supports vaccinations for all individuals age five and up and thanked the Board for their time.
- Mr. Bilsland, Parent, followed up with the topic of timely test scores being graded/returned. He has experienced delays with this with his children and it has had a negative impact so he supports the comments made before.
- Mr. Kahn, Parent, thanked Dr. Seitz for his closing comments at last month's meeting regarding masks and CRT and he agreed with everything that Dr. Seitz said. He referenced the test scores (Data Presentation) tonight and expressed concerns with it. He suggested using parent volunteers to help with tutoring or teaching hubs. Many parents are retired mathematicians, scientists, physicians and would be willing to volunteer their services.
- Mrs. Perez, Parent, stated her oldest child left Communications High School and returned to the district. This was her first week back and she thanked the Guidance Department for making it an easy transition. She then spoke about parental choice and the inability to 'make a connection' (with a smile) while being masked.
- Mrs. Rao, Parent, referenced the Data Presentation and expressed concerns with the Math scores and with the discussion of using online services. She inquired about what options are available to the students during the school day to address their needs. She also asked for updates regarding the status of the Superintendent's Search. Dr. Seitz responded to the first question and Mr. Sockol provided an update on the Superintendent Search.
- Mr. Wall followed up on comments from this evening and last meeting regarding masks and desk shields and expressed his concerns with these scare tactics. He mentioned that masks are being sunsetted by the Governor in January and stated that we need to think about empowering folks to get back to normal.

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- Mrs. Kim-Liu, Parent, expressed concerns with Mr. Wall's comments and explained the reasons for her concerns.

O. Executive Session (if required) - None

P. Adjournment

Board Vice President Sockol called for a motion to adjourn the meeting. Mr. Wall motioned, Mrs. Urbanski seconded and by a unanimous voice vote, the meeting adjourned at 9:15 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary

# POLICY

Finances

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FEDERAL AWARDS/FUNDS INTERNAL CONTROLS-  
ALLOWABILITY OF COSTS

6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –  
ALLOWABILITY OF COSTS

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principals. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.





FEDERAL AWARDS/FUNDS INTERNAL CONTROLS-  
ALLOWABILITY OF COSTS

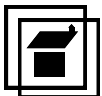
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).
7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)

2 CFR §200.403

Adopted: XX Month 20XX



FEDERAL AWARDS/FUNDS INTERNAL CONTROLS-  
MANDATORY DISCLOSURES

6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –  
MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).
3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.



FEDERAL AWARDS/FUNDS INTERNAL CONTROLS-  
MANDATORY DISCLOSURES

B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
  - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
  - b. Reached its final disposition during the most recent five-year period; and
  - c. Is one of the following:
    - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
    - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
    - (4) Any other criminal, civil, or administrative proceeding if:
      - (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
      - (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and



FEDERAL AWARDS/FUNDS INTERNAL CONTROLS-  
MANDATORY DISCLOSURES

- (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

D. Reporting Frequency

1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.
2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For purposes of this Policy:
  - a. “Administrative proceeding” for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.



FEDERAL AWARDS/FUNDS INTERNAL CONTROLS-  
MANDATORY DISCLOSURES

- b. “Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
  
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
  - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
  
  - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted: XX Month 20XX



FEDERAL AWARDS/FUNDS INTERNAL CONTROLS-  
CONFLICT OF INTEREST

6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –  
CONFLICT OF INTEREST

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
  - a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.



FEDERAL AWARDS/FUNDS INTERNAL CONTROLS-  
CONFLICT OF INTEREST

3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.



FEDERAL AWARDS/FUNDS INTERNAL CONTROLS-  
CONFLICT OF INTEREST

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted: XX Month 20XX





## 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment** ~~Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.~~

The School Business Administrator/Board Secretary shall be responsible to check the web-based **System for Award Management (SAM)** ~~Excluded Parties Lists System (EPLS)~~ maintained by **the United States government** - the General Services Administration (GSA). The purpose of the **SAM EPLS** is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall ~~access~~ ~~review~~ the **SAM EPLS** to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also ~~access~~ ~~review~~ the **SAM EPLS** list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the **SAM EPLS** list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in **2 CFR §200 FAR Subpart 9.405**.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the **SAM EPLS** list or proposed for disbarment shall be in accordance with the limitations as outlined in **2 CFR §200 FAR Subparts 9.405.1 and 9.405.2**.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.



# POLICY

HOLMDEL TOWNSHIP  
**BOARD OF EDUCATION**

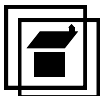
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CONTRACTS FOR GOODS OR SERVICES  
FUNDED BY FEDERAL GRANTS

~~Federal Acquisition Regulations (FAR) Subpart 9.4-2~~ **CFR §200**

Adopted: 29 August 2012  
Revised: XX Month 20XX



## 6440 COOPERATIVE PURCHASING

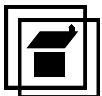
The Board of Education recognizes that centralized, cooperative purchasing ~~tends to~~ **may** maximize the value received for each dollar spent. The **Board of Education Administration** is encouraged to seek savings that may accrue to ~~this the school~~ district by means of joint agreements for the purchase of goods or services with the governing body of **any** the municipality or the county ~~within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.~~

**For the purpose of this Policy, A “cooperative pricing system” means** is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own ~~needs~~ **quantities** and ~~for the estimated quantities submitted by the individual registered members~~ **prices to be extended to registered members, and notifies them of the bid prices awarded.** ~~The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.~~

**For the purpose of this Policy, “cooperative purchasing system” means** a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

**For the purpose of this Policy, “electronic data processing” means** the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

**For the purpose of this Policy, A—“joint purchasing system” means** is a cooperative purchasing system in which the lead agency **serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant.** The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. **The only contractual relationship is between the lead agency and the vendor.** ~~has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.~~



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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COOPERATIVE PURCHASING

**For the purpose of this Policy, “lead agency” means the contracting unit which is responsible for the management of the cooperative purchasing system.**

**For the purpose of this Policy, “registered members” means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.**

~~A “cooperative purchasing system” is either a joint purchasing or cooperative pricing system.~~

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services **in the Department of Community Affairs** are Boards of Education, the **provision and performance of goods or services** ~~purchase of work, materials or supplies~~ shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)

The **School Business Administrator/Board Secretary** \_\_\_\_\_ is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

**In accordance with the provisions of N.J.S.A. 18A:18A-12, a ~~No~~ cooperative or joint purchase agreement(s) shall be entered into by resolution adopted ~~may be entered without Board approval~~ by each participating Board of Education, municipality, or county, and shall set forth ~~of an agreement that specifies the~~ categories of **goods or services to be provided or performed** ~~work, materials and supplies to be purchased~~; the manner of advertising for bids and the awarding of contracts; the method ~~by which~~ of payment ~~will be made~~ by each participating**

Board of Education, municipality or county, and ~~such~~ other **matters** ~~terms~~ deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements



imposed by law. Purchases made through the State Treasury Department may be made without bid.

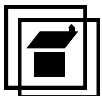
Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the **same** manner as for other expenses of the participant.

**In accordance with the provisions of N.J.S.A. 18A:18A-14.2,** ~~t~~The Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties **in accordance with N.J.S.A. 18A:18A-14.3.**

**For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4,** ~~a~~Any party to **such** a contract ~~for joint operation of electronic data processing services~~ may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or ~~a~~ county) to any such **contract agreement**, the same shall be referred to the **Executive** County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education ~~and the State Board~~ pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the **Executive** County Superintendents of the counties



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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COOPERATIVE PURCHASING

for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.

~~In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Education or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.~~

N.J.S.A. 18A:18A-10 **11** through 14  
N.J.S.A. 40A:11-1 et seq.  
N.J.A.C. 5:34-7  
N.J.A.C. 6A:~~23-7~~**423A-21.5**

Adopted: 29 August 2012  
Revised: XX Month 20XX



## 7425 LEAD TESTING OF WATER IN SCHOOLS

The health, safety, and welfare of the children in the school district are of utmost importance to the Board of Education. The potential exposure to lead-contaminated drinking water poses serious health problems, particularly for children, as well as for teachers and school personnel, since the risk of lead contamination can come from pipe and plumbing fixtures in school facilities or on school grounds. The Board shall assure the availability of potable drinking water through sanitary means in school facilities or on school grounds. The Board of Education shall provide, in accordance with N.J.A.C. 6A:26-12.4, testing for lead in all district sources of drinking water.

The Board shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has, or may have, access in each school facility, other facility, or temporary facility, as soon as practicable, but no later than July 13, 2017, unless the district qualifies for an exemption in accordance with N.J.A.C. 6A:26-12.4(d)(h)(i)(j). This ~~testing~~ **lead sampling and analysis** shall be conducted with a lead sampling plan in accordance with N.J.A.C. 6A:26-12.4(d)1, 2, and 3, and shall be in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1.

**The Superintendent of Schools or designee shall complete a review of the final laboratory results within seventy-two hours of receipt.** Within twenty-four hours after the ~~Board~~ **Superintendent** or designee has completed a review of final laboratory results in accordance with the provisions of N.J.A.C. 6A:26-12.4(e), the test results shall be made publicly available at the school facility and on the Board of Education's website. If any results exceed the permissible lead action level, the Board shall provide written notification to the parents of all students attending the facility, facility staff, and the New Jersey Department of Education. This **written** notification shall include: a description of the measures taken by the ~~Board~~ **Superintendent** or designee to immediately end the use of each drinking water outlet where the water quality exceeded the permissible lead action level; **any additional remedial action taken or planned by the Board of Education**; the measures taken to ensure that alternate drinking water has been made available to all students and staff members; **where the water outlet(s) is located**; and information regarding the health effects of lead in accordance with N.J.A.C. 6A:26-12.4(e)1 and 2. ~~After the initial screening, the Board will conduct these lead screenings every six years and~~



# POLICY

HOLMDEL TOWNSHIP  
**BOARD OF EDUCATION**

Property  
7425/Page 2 of 2  
LEAD TESTING OF WATER IN SCHOOLS

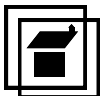
**Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year. By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets in accordance with N.J.A.C. 6A:26-12.4(g)1. The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet, in accordance with N.J.A.C. 6A:26-12.4(f)(g)1. and 2.**

The Board shall submit to the New Jersey Department of Education by June 30 of each year a statement of assurance, that the school district completed lead testing in accordance with N.J.A.C. 6A:26-12.4; that notifications were provided consistent with N.J.A.C. 6A:26-12.4; and that alternative drinking water continues to be made available to all students and staff, if necessary, pursuant to N.J.A.C. 6A:26-12.4(g)(i).

The Board may apply for reimbursement for the costs of any water supply testing and analysis conducted, in accordance with N.J.A.C. 6A:26-12.4(j)(k).

N.J.S.A. 58:12A-1 et seq.  
N.J.A.C. 6A:26-12.4

Adopted: XX Month 20XX





# REGULATION

## R 7425 LEAD TESTING OF WATER IN SCHOOLS

The Board of Education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds and shall test the school drinking water quality in accordance with the Safe Drinking Water Act, N.J.S.A. 58:12A-1 and the Planning and Construction Standards for School Facilities, N.J.A.C. 7:10 and N.J.A.C. 6A:26-6.

The school district shall conduct lead sampling and analysis in all drinking water outlets to which a student or staff member has, or may have, access in each school facility, other facility, or temporary facility in accordance with the provisions of N.J.A.C. 6A:26-12.4.

### A. Testing of Drinking Water

#### 1. Schedule

- a. Sampling shall be conducted in accordance with a lead sampling plan, which shall include:

Ju identifies how water enters and flows through each facility, the types of plumbing materials used in the facility, such as the service line, piping, solder, fixtures, drinking water outlets where students or staff have or may have access, and point of use treatment, such as drinking water filters;

- (2) The names and responsibilities of all individuals involved in sampling; and

- (3) The following sampling procedures:

- (a) Samples shall be taken after water has sat undisturbed in the school pipes for at least eight hours, but no more than forty-eight hours before the sample is taken.

- (i) 24-hour school facilities shall collect first-draw samples at drinking water outlets following a stagnation time that would likely result in the longest standing time;



# REGULATION

- (b) At least eight hours prior to sampling, signs shall be posted to indicate that water shall not be used and access to the buildings subject to the sampling shall be restricted to all but authorized staff members;
- (c) Existing aerators, screens, and filters shall not be replaced or removed prior to or during sampling; and
- (d) All samples shall be collected in pre-cleaned high-density polyethylene (HDPE) 250 milliliter (mL) wide-mouth single-use rigid sample containers that are properly labeled.

## 2. Analysis of Samples

### a. Analysis of samples shall be conducted as follows:

- (1) Analysis shall be conducted by a certified laboratory to analyze for lead in drinking water;
- (2) The laboratory shall use an approved analytical method pursuant to the Federal Safe Drinking Water Act at 40 CFR 141.23(k)(1); and
- (3) Sample analysis shall be conducted in accordance with a Quality Assurance Project Plan (QAPP), which shall be signed by the Board, the certified laboratory, and the individual responsible for conducting the sampling. The QAPP shall include the identification of analytical methods, chain of custody procedures, data validation and reporting processes, detection limits, reporting to three significant figures, field blanks, and quality control measures required by the certified method.

- b. The Superintendent or designee may utilize a technical guidance manual, which will be developed by the New Jersey Department of Education (NJDOE), in consultation with the Department of Environmental Protection (DEP), to assist in the school district's compliance with the sampling and analysis requirements of this Regulation.



# REGULATION

3. Designated Statewide Required Testing

a. Notwithstanding the results or date of any prior testing, the Board shall continue to test drinking water outlets as provided in A.2.a. above in the designated Statewide required testing year, which shall be every third school year beginning with the 2021-2022 school year and subsequently occurring in the 2024-2025 school year:

(1) By no later than June 30 of the designated Statewide required testing year, the Board shall test all drinking water outlets. Sampling shall be prioritized, such that buildings and facilities that previously had outlets with results above the action level or identified in the plumbing profile as high risk for lead shall be sampled first in accordance with the sampling plan; and

(2) The Board shall sample for lead after the replacement of any drinking water outlet or any other alteration to plumbing or service lines that may impact lead levels at the outlet.

b. If the Board tests drinking water outlets for lead more frequently than the three-year cycle set forth in A.3.a. above, the notification requirements set forth in B.2.b. below shall apply.

(1) If drinking water outlets are tested more frequently in accordance with A.3.b. above, the Board shall make the most recent results for each facility available on the Board's website.

4. Statement of Assurance

a. The Board shall submit to the NJDOE by June 30 each year a statement of assurance that lead testing was completed, that notifications were provided, and that alternate drinking water continues to be made available in accordance with N.J.A.C. 6A:26-12.4.



# REGULATION

5. Exception from Testing Requirements

- a. The Board may request an exemption from the testing requirements set forth in A.2. above if they can demonstrate that they do not use any drinking water outlets for consumption or food preparation in any of their facilities.
- b. The Board shall submit an application to the NJDOE documenting that no drinking water outlets are used in their facilities and the provisions for an alternative source of drinking water.
- c. If the school district receives an exemption from the NJDOE from testing, the Board shall make available for public inspection at the school facility and on the Board's website, if applicable, confirmation that the school district is exempt from testing.
- d. No later than June 30 of each Statewide required testing school year set forth in A.3. above, the Board shall either begin testing procedures in accordance with section A.3.a. above or reapply for an exemption under section A.5.

B. Water Testing – Laboratory Results

1. The Superintendent or designee shall complete a review of final laboratory results within seventy-two hours of receipt.
2. Within twenty-four hours after the Superintendent or designee has reviewed the final laboratory results, the Superintendent or designee shall:
  - a. Make the test results of all water samples publicly available at the school facility in accordance with section B.3. below and make the results from the most recent required Statewide testing available on the Board's website; and
  - b. If any results exceed the permissible lead action level, provide written notification to the parents of all students attending the facility, facility staff, and the Department of Education. This written notification shall be posted on the Board's website and shall include a description of the following:



# REGULATION

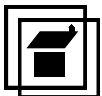
- (1) Measures taken by the Board or its designee, to immediately end use of each drinking water outlet where water quality exceeds the permissible lead action level;
  - (2) Any additional remedial actions taken or planned by the Board;
  - (3) The measures taken to ensure that alternate drinking water has been made available to all students and staff members at the school(s) where the water outlet(s) is located; and
  - (4) Information regarding the health effects of lead.
3. Test results of all water samples shall remain publicly available in accordance with the timeline established by the Department of the Treasury in the Records Retention Schedule.
- C. Reimbursement
1. The Board shall be eligible to be reimbursed for the water supply testing and analysis conducted pursuant to section A.3. above after July 1, 2021, as approved by the NJDOE and subject to available funds.
  2. To be eligible to receive reimbursement, the Board shall complete and submit to the NJDOE a reimbursement application on a form, or in a format, supplied by the NJDOE.
    - a. The NJDOE will make the reimbursement application available on its website.
  3. If the school district conducts additional testing in a year other than the Statewide required testing school year as set forth in A.3. above, the district shall not be eligible for reimbursement.
- D. Failure to Comply
1. Failure to comply with any requirement of N.J.A.C. 6A:26-12.4 and Policy and Regulation 7425 may result in any of the following:
    - a. Board's disqualification for reimbursement pursuant to C. above;



# REGULATION

- b. The NJDOE's initiation of an investigation by the Office of Fiscal Accountability and Compliance; and
- c. The Commissioner's withholding of State aid pursuant to N.J.A.C. 6A:2-1.2.

Adopted:



## 7450 PROPERTY INVENTORY

~~As steward of this district's school property,~~ The Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained ~~property~~ records.

~~The Board shall conduct~~ **The district shall maintain** a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

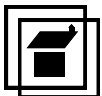
~~For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least \$500 as a single unit, and does not lose its identity when incorporated into a more complex unit.~~

**For the purpose of this Policy, "equipment" shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above \$2,000:**

- 1. It retains its original shape, appearance, and character with use;**
- 2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;**
- 3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and**
- 4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.**

**Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.**

**The School Business Administrator/Board Secretary or designee** \_\_\_\_\_ shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually.



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

Property  
7450/Page 2 of 2  
PROPERTY INVENTORY

Major items of equipment shall be subject to annual spot check inventory. ~~to determine loss, mislocation, or depreciation;~~ **A** any major loss shall be reported to the Board.

Property records of ~~consumable~~ supplies shall be maintained on a continuous inventory basis. **An item should be classified as a “supply” if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of \$2,000.**

The **School Business Administrator/Board Secretary or designee** \_\_\_\_\_ shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14

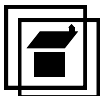
~~N.J.A.C. 6:20-4.3~~ **New Jersey Department of Education – “The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities” 2020-2021 Edition**

N.J.S.A. 18A:4-14

N.J.A.C. 6:20-4.3

Adopted: 29 August 2012

Revised: XX Month 20XX





## 8420 EMERGENCY AND CRISIS SITUATIONS (M)

### M

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement **comprehensive** written plans, ~~and~~ procedures, **and mechanisms** to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

**“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.**

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be **notified** ~~briefed~~ in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and ~~crisisis~~, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the



effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

~~In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.~~

**Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.**

**Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.**



The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. **A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1** ~~Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.~~

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds **in accordance with N.J.A.C. 6A:16-5.1** ~~as provided by the New Jersey Office of Homeland Security and Preparedness.~~

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

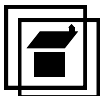
N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 ~~et seq.~~; **18A:41-2; 18A:41-6**; 18A:41-7

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 29 August 2012

Revised: XX Month 20XX



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

Operations  
R8420.1/Page 1 of 4  
FIRE AND FIRE DRILLS

### R 8420.1 FIRE AND FIRE DRILLS

#### A. Fire Drills

1. The Principal of each school building will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. **The Principal shall require all teachers to keep all doors and exits of their respective rooms and buildings unlocked during school hours. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill** ~~Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and students. The Principal shall inform local fire fighting officials whenever a fire alarm is for drill purposes.~~

**Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should be unannounced to school staff and students. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes.**

**An actual fire that occurs at a school building during the month and includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of this Regulation and N.J.S.A. 18A:41-1.**

2. ~~The f~~**Fire alarm shall be by a building-wide audible designated signal. Alarm signals should be tested regularly, before or after the school session.**
3. When the fire alarm rings, each ~~staff member supervising students teacher~~ will:
  - a. Direct students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
  - b. Close the windows of the room and turn off all lights and audio-visual equipment;



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

Operations  
R8420.1/Page 2 of 4  
FIRE AND FIRE DRILLS

- c. Take the class register or roll book;
  - d. Ascertain that all students have left the room and that any student who may have left the classroom prior to the fire drill is located and escorted from the building;
  - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked ~~during the school hours, except during an emergency lockdown or an emergency lockdown drill;~~
  - f. Ensure their **assigned** students ~~assigned to him/her~~ have left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill;
  - g. Direct ~~his/her~~ students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building;
  - h. Take attendance to determine all students who reported to ~~his/her~~ class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and
  - i. When the recall signal is given, conduct ~~his/her~~ students back to the classroom.
4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
  5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.



# REGULATION

6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
  7. Students will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, students may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
  8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
  9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. ~~His/Her~~ **Their** report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
  10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
  11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
    - a. One or more exits may be designated as “blocked” so that students are required to use alternative evacuation routes.
    - b. A fire drill may be designated as a “smoke drill” so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).
- B. Fire
1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station in accordance with law.



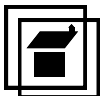
# REGULATION

2. The school staff member or building occupant shall also report the fire to the school Principal, if possible.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in ~~paragraph A.~~ **above**, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.
6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.
7. **The school district shall immediately notify the appropriate local fire department of any fire which occurs in a school building or on school property in accordance with N.J.S.A. 18A:41-5.**

**C. Fire and Smoke Doors**

**Every Principal and custodian/janitor in each school building in the district which has a furnace room, hallway, or stair-tower fire or smoke doors shall keep them closed during the time the school building is occupied by teachers and students pursuant to N.J.S.A. 18A:41-2.**

Adopted: XX Month 20XX





# HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION TEACHER ASSISTANT

## QUALIFICATIONS:

1. Completed at least sixty (60) credits at an institution of higher education or obtained an associate's (or higher) degree.
2. Demonstrates successful experience in working with children.
3. Demonstrates skill in communicating effectively with students and school staff.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designated administrator

**JOB GOAL:** To assist the teacher by working with students to provide them with physical assistance, safety, and emotional support when needed in order to gain optimum benefit in the school environment.

## PERFORMANCE RESPONSIBILITIES:

1. Instructional Setting
  - a. Assist teachers in the planning, organizing and implementing of instruction for students; and serves as a tutor for students when requested by the teacher.
  - b. Communicate to the teacher any unusual situation or needs of students. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
  - c. Display ethical and professional behavior in working with students, parents, school personnel.
  - d. Provides assistance to students in bathroom and other physical needs, as appropriate and necessary.
  - e. Assists, where appropriate, in loading and unloading the pupil from transportation bus or van.



- f. Assists the pupil with various projects, crafts, and curriculum tasks.
2. Student Management
- a. Contributes to the management and modification of a student's behavior within and outside the classrooms as necessary.
  - b. Participates in restraining disruptive or dangerous physical behavior as requested or assigned.
  - c. Accompanies the teacher and student on class trips to assist with the supervision of behavior and safety issues.
  - d. Provides safety and security, as needed, during the transportation of the student to and from school.
3. School/Community Relations
- a. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner.
  - b. Cooperates and shares professionally with other members of the staff.
4. Professional Development
- a. Participates in job-related professional development experiences in accordance with district procedures when applicable.
5. Other Related Tasks
- Performs such other tasks and assumes such other responsibilities as the Principal or designated administrator may assign.

**TERMS OF EMPLOYMENT:** Hourly as needed. Salary will be established by the Holmdel Township Board of Education.

**EVALUATION:** Performance of the position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Non-Certificated Personnel.

**SOURCE:** Regular Board Meeting

**DATE:** November 17, 2021

**BOE - 11/17/21****Motion #29**

	<b>Position</b>	<b>Location</b>	<b>First Name</b>	<b>Last Name</b>	<b>Stipend</b>
1	Head Boys Basketball	Holmdel High School	Sean	Devaney	\$8,633.00
2	Assistant Boys Basketball	Holmdel High School	John	Bird	\$5,758.00
3	Assistant Boys Basketball	Holmdel High School	James	Gelpke	\$5,758.00
4	Head Girls Basketball	Holmdel High School	Daren	Ault	\$8,633.00
5	Assistant Girls Basketball	Holmdel High School	Nicholas	Ault	\$5,758.00
6	Head Cheerleading	Holmdel High School	Melissa	Menges	\$5,276.00
7	Head Fencing Boys/Girls	W.R. Satz School	Brendan	Quinn	\$7,677.00
8	Head Indoor Track	Holmdel High School	Jonathan	Cole	\$5,276.00
9	Assistant Indoor Track	Holmdel High School	Sean	Bienkowski	\$1,759.00
10	Assistant Indoor Track	Holmdel High School	Emily	Pszeniczny	\$3,517.00
11	Assistant Indoor Track	Holmdel High School	Matthew	Isaacson	\$1,759.00
12	Head Swimming	Holmdel High School	Brianna	Brennan	\$7,677.00
13	Assistant Swimming	Holmdel High School	Nora	Bosmans	\$5,117.00
14	Head Boys Basketball	W.R. Satz School	Chris	Arecchi	\$4,558.00
15	Head Girls Basketball	W.R. Satz School	Heather	Bailey	\$4,558.00
16	Head Cheerleadinnng	W.R. Satz School	Melissa	Menges	\$2,400.00
17	Technical Advisor/Fall	Indian Hill School	Danielle	Impreveduto	\$1,920.00