



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA
REGULAR BUSINESS MEETING
HOLMDEL HIGH SCHOOL
APRIL 6, 2022 7:00 PM

Mission Statement

The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every student into achievement. In partnership with our community, the School District will support all of 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, April 6, 2022 remotely and at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:08 p.m. by Mrs. Urbanski, Board President.

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: Urbanski, Zhang, Briamonte, Collur, and Tuccillo. Messrs: Hammer, Reddy, Sockol (left meeting at 8:50 p.m.) and Wall. Also present, Dr. J. Scott Cascone, Superintendent of Schools, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Paul Green, Board Attorney. Student Representatives to the Board, Mr. Haroon Shaikh and Ms. Trinity Han were also present (both left meeting at 9:17 p.m.).

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

- Holmdel AYC D14 Cheer Team – Mr. William Loughran
- Robotics, Work Based Learning, and Engineering Capstone – Mrs. Caren MacConnell
- 2020/2021 Annual Comprehensive Financial Report and Single Audit – PKF O’Connor Davies, LLP

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

I had the opportunity to attend the district music concert last night and would like to congratulate all of the student vocalists and musicians for a fantastic show as well as the wonderful staff who work with them. It was a great evening and a showcase of the talent and richness of the district's music programs.

Along the same lines, I would like to congratulate the Satz middle school musicians who made the All-Shore band this past weekend. Renee Whittemore on flute, Christine Cho on flute, Dave Liu on flute and Andrew Hum on trumpet. The Holmdel flutists took the three top spots in the band. Congratulations also to Dr. Riso, their most capable instructor.

I’d also like to acknowledge Mr. Brian DeNovellis, advisor of the television and film Society at the high school, who held the sixth annual three on three basketball tournaments. This year, they connected with Alex’s lemonade stand foundation and, with the support and efforts of the HCAA the HYAA parents and players, they raised a total of \$7,650 for this most worthwhile cause. Thanks to all the staff, custodians, students and the 43 teams who participated for your efforts and participation.

LinkIt Winter Benchmark Presentation

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

MOTION: Show of Hands to Accept – All Approved

At 9:17 p.m., there was a short break to congratulate and thank Mr. Arthur Howard for his service as the Acting Superintendent of Schools.

At 9:29 p.m., the meeting reconvened and the following Board members were present: Mesdames: Urbanski, Zhang, Briamonte, Collur, and Tuccillo. Messrs: Hammer, Reddy and Wall. Absent: Mr. Sockol. Also present, Dr. J. Scott Cascone, Superintendent of Schools, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Paul Green, Board Attorney. Student Representatives to the Board, Mr. Haroon Shaikh and Ms. Trinity Han were absent.

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

Dr. Cascone stated that he submits the reports to the Board for their consideration as discussed in closed executive session and according to the recommendations made and as reported.

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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. Zhang – Community Relations
- Mr. Reddy – Curriculum, Instruction & Special Services
- Mrs. Briamonte – Budget & Finance
- Mr. Hammer - Buildings, Grounds & Safety

J. Questions or Comments from the Public on Action Items Only - None

K. Action Items

• **Approval of Minutes:**

1. Approval of Minutes – Closed Executive Session Meeting – February 23, 2022

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session Meeting – February 23, 2022.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

2. Approval of Minutes – Regular Business Meeting – February 23, 2022

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – February 23, 2022.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

• **Policy:**

3. Approval of Policy and Regulation (First Reading)

Resolved: That the Board approve the following policy, and hereby designate as a first reading as per attachment:

P 2465 Grade Level Acceleration

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

4. Approval of Policies and Regulations (Second & Final Reading)

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

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- P 2464 Gifted and Talented Students (Revised)
- P 3233 Political Activities (Revised)
- P 5541 Anti-Hazing (M) (New)
- P & R 8465 Bias Crimes and Bias-Related Acts (M) (Revised)

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

5. Approval of State Testing Security Plan

Resolved: That the Board approve the State Testing Security Plan as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

• Superintendent's Recommendations

6. 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.

Date	Name	Location	Professional Development Activities/Meetings	City, State	Cost/Fees
5/5/22	Caliendo, M.	William R. Satz	Powerful, Practical Strategies for Reaching "I Don't Care" and Underperforming Students to increase their School Success	Freehold, NJ	\$259.00
5/5/22	Finnegan, M.	William R. Satz	Powerful, Practical Strategies for Reaching "I Don't Care" and Underperforming Students to increase their School Success	Freehold, NJ	\$259.00
5/5/22	Suppa, D.	William R. Satz	Powerful, Practical Strategies for Reaching "I Don't Care" and Underperforming Students to increase their School Success	Freehold, NJ	\$259.00
4/13/22	Tetreault, S.	William R. Satz	Librarian Discussion with Book Linx	Kearny, NJ	\$0.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

7. 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: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

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8. Acceptance of Non-Monetary Donation from Village School Parent Student Association (PSA)

Resolved: That the Board accept, with gratitude, a non-monetary donation from the Village School PSA not to exceed the amount of \$1,000.00. This gift is to be used for Science and Social Studies library books at Village School.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

9. Approval of Dance Arts (a Chapter of the National Honor Society) at Holmdel High School

Resolved: That the Board approve Dance Arts (a Chapter of the National Honor Society) at Holmdel High School.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

10. Approval of Home/Bedside Instruction

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

SID	Services	Classification	Start Date	End Date	Cost
7526058703	Hospital Instruction	N/A	3/18/2022	6/10/2022	\$53.00/hour
9172201133	Hospital Instruction	N/A	3/22/2022	5/22/2022	\$550.00/week

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

11. Approval of Commission for the Blind and Visually Impaired Services

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

SID	Provider	Classification	Start Date	Cost
5941520540	Commission for the Blind	PSD	01/01/2022	\$1,314.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

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

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

13. Approval of Out-of-District Student Placement

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

SID	Placement	Classification	Start Date	Cost
4910245864	Center for Lifelong Learning	AUT	2/28/2022	\$24,675.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

14. Approval of Social Worker Services

Resolved: That the Board approve Advanced Education Centers LLC. to perform social worker services for the 2021/2022 school year as follows:

Social Worker Services	
Advanced Education Centers LLC 415 North Main Street Lanoka Harbor, NJ 08731	\$64.00/hour Social Worker

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

15. Recognition of Arthur Howard, former Acting Superintendent

WHEREAS, in December 2021 the Holmdel Board of Education had a critical need for an Acting Superintendent to oversee and guide the School District's administration and operations until its new Superintendent could commence employment; and

WHEREAS, Village School Co-Principal Art Howard readily agreed to assume this challenging role, and served with distinction to ensure the successful continuation of the District's educational mission; and

WHEREAS, the Board of Education wishes to recognize Mr. Howard's exemplary service as Acting Superintendent;

NOW, THEREFORE, BE IT RESOLVED, that the Holmdel Board of Education extends its appreciation and gratitude to Art Howard for his distinguished service as Acting Superintendent, and thanks him for his

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hard work and dedication to the District in willingly taking on and effectively performing this vital function; and be it

FURTHER RESOLVED, that this Resolution be spread in full upon the minutes of the Board and that an official copy be provided to Mr. Howard with the Board's thanks.

MOTION: Mr. Reddy SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

16. Acceptance of Retirement, Teacher, Indian Hill School

WHEREAS: Ms. Jeanne Remuzzi has served the Holmdel Township Public Schools with distinction since July 1, 1997 and,

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

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

WHEREAS: Ms. Remuzzi has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2022;

NOW THEREFORE BE IT RESOLVED:

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

MOTION: Mrs. Tuccillo SECOND: Mr. Hammer VOTE: 8-0
Absent: Mr. Sockol

17. Acceptance of Retirement, Special Education Monitor, Village School

WHEREAS: Ms. Karen Gutowsky has served the Holmdel Township Public Schools with distinction since March 18, 2002 and,

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

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

WHEREAS: Ms. Gutowsky has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2022;

NOW THEREFORE BE IT RESOLVED:

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

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18. Acceptance of Retirement, Lunchroom/Playground Aide, Bus Monitor, W.R. Satz School

WHEREAS: Ms. Nancy Ackerson has served the Holmdel Township Public Schools with distinction since October 6, 1986 and,

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

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

WHEREAS: Ms. Ackerson has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2022;

NOW THEREFORE BE IT RESOLVED:

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

19. Acceptance of Retirement, Lunchroom/Playground Aide, Bus Monitor, W.R. Satz School/Holmdel High School

WHEREAS: Ms. Lisa Mowery has served the Holmdel Township Public Schools with distinction since February 1, 1998 and,

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

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

WHEREAS: Ms. Mowery has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2022;

NOW THEREFORE BE IT RESOLVED:

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

20. Acceptance of Resignation, Kindergarten Teacher, Village School

Resolved: That the Board accept the resignation of Megan Haugh, Kindergarten Teacher, Village School, effective July 1, 2022.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

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21. Acceptance of Resignation, 2nd Grade Teacher, Village School

Resolved: That the Board accept the resignation of Shannon Hunnewell, 2nd Grade Teacher, Village School, effective May 24, 2022.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

22. Approval of Leaves of Absence

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

Last Name	First Name	Leave Dates*
Bauter	Danielle	06/13/22-01/29/23
Greco	Jillian	06/13/22-12/14/22
Silvestro	Lawrence	04/09/22-04/24/22

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

23. Approval of Appointment of Hourly Personnel – Childcare Enterprise Program

Resolved: That the Board approve the appointment of Aidan McCarthy, Childcare Aide Assistant, Village School, at an hourly rate of \$13.00 per hour, funded by the Childcare Enterprise Program, effective April 7, 2022 through June 30, 2022.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

24. Approval of Appointment, Supplemental Support, Before and After School

Resolved: That the Board approve the appointment of additional staff members for the supplemental support, before and after school, 2021/2022 School Year, as follows: Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA.

Last Name	First Name	Location	Grant Funded Position	Hourly Rate (Pupil Contact)*
Imbro**	Lisa	Satz	Teacher Interventionist	\$75.13

** All positions funded by Title I, Part A and ESSER II*

***Retroactive – March 1, 2022*

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

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25. Approval of Appointment, Summer Step Up Program, Support Staff, 2022/2023 School Year

Resolved: Resolved: That the Board approve the appointment of staff members for curriculum preparation for Summer Step Up programs, 2022/2023 School Year, as follows:

Last Name	First Name	Position*	Hourly Rate (Non-pupil Contact)
Bennett**	Karen	Summer Step Up Coordinator	\$46.00
Caliendo	Melissa	Program Development (Literacy 7+)	\$46.00
Smith	Elizabeth	Program Development (Literacy 1-3)	\$46.00

* All positions funded by CRRSA ESSER II and ARP ESSER

** Retroactive January 26, 2022

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

26. Approval of Schedule B Appointments, Holmdel High School

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

Position	Last Name	First Name	Stipend
Dance Team-Winter	Buxbaum	Megan	\$5,276.00
Drama Coach Spring	Clores	Joseph	\$3,359.00
Stage Manager/Performing Arts Coordinator - Spring	Mester	Theodore	\$2,400.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

27. Approval of Appointment, Day-to-Day Substitutes, 2021/2022 School Year

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

Last Name	First Name	Substitute Position(s)	Effective Dates
Rasp	Jenna	Teacher	05/06/22
Brock	Michelle	Teacher	04/07/22

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

28. Approval of Administrative Leave, Employee #4779, Indian Hill School

Resolved: That the Board approve the administrative leave, employee #4779 effective April 4, 2022 through April 24, 2022.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

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29. Approval of Appointment, Part-time Technology Assistant, District

Resolved: That the Board approve the appointments, Part-time Technology Assistants, District, at an hourly rate of \$17.00 per hour effective for the revised dates of February 28, 2022 through June 21, 2022 as follows:

Last Name	First Name
Briamonte	Mary
Cai	Lawrence
*Rualo	Vincent

**February 28, 2022 through June 30, 2022*

Roll call Vote for Mary Briamonte:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 6-1-1
 Nay: Mr. Wall
 Abstain: Mrs. Briamonte
 Absent: Mr. Sockol

Roll call Vote for Lawrence Cai:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 6-1-1
 Nay: Mr. Wall
 Abstain: Mrs. Zhang
 Absent: Mr. Sockol

Roll call Vote for Vincent Rualo:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

- **Business Administrator’s Recommendations**

30. Acceptance of 2020/2021 Annual Comprehensive Financial Report (ACFR) and Single Audit

Resolved: That the Board accept the Annual Comprehensive Financial Report (ACFR) and Single Audit, with no recommendations, as prepared by PKF O’Connor Davies, for the fiscal year July 1, 2020 through June 30, 2021.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Sockol

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31. Acceptance/Approval of Additional 2021/2022 Chapter 192-193 Funding

Resolved: That the Board accept/approve additional funding under the provision of Chapter 192-193 (2021/2022) as on file in the Business Office:

Chapter 192-193 Services	Amount
Additional Chapter 192-193 Funding	\$5,633.00
Revised 2021/2022 Entitlement (3/28/2022)	\$243,368.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

32. Approval of Monthly Certification – February 28, 2022

Resolved: That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of February 28, 2022 after review of the Secretary’s Monthly Financial Report (appropriations section) and, upon consultation with the appropriate district officials, that, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 (b); that no line item account has encumbrance and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.6A:23.11 (1), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

33. Approval of Business Administrator/Board Secretary’s Financial Report – February 28, 2022

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending February 28, 2022 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

34. Approval of Treasurer’s Financial Report – February 28, 2022

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending February 28, 2022 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: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

35. Approval of Bills Payment – March 31, 2022

Resolved: That the Board approve payment of the March 31, 2022 regular bills list in the amount of \$1,746,416.82 and as certified and approved.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Sockol

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L. Old Business

- Mr. Wall requested the Board consider a Committee of the Whole structure.

M. New Business

- Mr. Reddy referenced Mr. Kukoda recognizing the student athletes that were 3-sport athletes four years in a row.

N. Questions or Comments from the Public

- Mrs. Brew, Parent, thanked Mrs. Remuzzi for her years of service and the positive impact she had on her child.
- Mr. Yannello, Parent, thanked the district for addressing the concern he raised regarding the Culinary Arts room so quickly. He also referenced the “Oklahoma” production and stated how amazing the production was. Regarding the sound system, he advised there are some ‘dead’ spots in the theater, depending upon where you are seated, and is hoping the district may be able to get an engineer out to reposition the speakers.
- Mr. Dowd, Parent/HHS Staff, thanked Mr. Howard for his accomplishments and leadership.

O. Executive Session (if required) – None

P. Adjournment

Board President Urbanski called for a motion to adjourn the meeting. Mrs. Tuccillo motioned, Mrs. Briamonte seconded and by a unanimous voice vote, the meeting adjourned at 10:13 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary

2465 GRADE LEVEL ACCELERATION

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To this end, Holmdel Township Board of Education follows an Intervention and Referral Service (I&RS) process to establish and implement student achievement and intervention strategies in a timely manner. In rare circumstances, it may be necessary to accelerate or advance a student to a higher grade level in order to best serve the student's academic and social/emotional needs. This policy provides guidance on the acceleration of students who far exceed grade level standards and expectations.

Though grade level acceleration is not common, it can still be an effective way to challenge a highly adept and gifted student. The school district shall follow these consistent criteria and procedures when a teacher or parent requests consideration for possible grade acceleration of a student.

1. Request for Consideration – A teacher or parent requesting consideration for possible grade acceleration of a student will request review by the referral team by completing *[Board-approved procedural document]*, *Request for Consideration of Grade Acceleration* and submitting the completed document to the building principal.
 - 1.1 The referral team will be made up of the classroom teacher(s), gifted and talent specialist, administrator, psychologist, special education teacher, guidance counselor, and teacher from the next grade level.
 - 1.2 The referral team will meet to review the request and complete *[Board-approved procedural document]*, *Referral Team Summary for Grade Acceleration*.
 - 1.3 The referral team will determine the request to be appropriate if the student is currently attending a Holmdel public school and meets initial criteria based on district-provided math and reading assessments, in addition to the data on the *Request for Consideration of Grade Acceleration*.
 - 1.4 If the referral team determines the request to be appropriate, *[Board-approved procedural document]*, *Permission for Grade Acceleration Consideration*, will be completed. If the referral team determines the request to not be appropriate, *[Board-approved procedural document]*, *Denial of Consideration for Grade Acceleration*, will be completed.



2. Assessment – If the request is determined to be appropriate, an assessment will take place.
 - 2.1 A six-week intervention period will take place to determine if the student’s needs can be met in the current grade placement through program changes or modifications. Following this period, classroom teacher observations and comments will be reported on *[Board-approved procedural document]*, *Report of Data Collection for Consideration of Grade Acceleration*.
 - 2.2 Academic achievement data will be collected and reported by the classroom teacher, psychologist or referral team member. Specific areas of reading, math and written language will be evaluated and reported on *[Board-approved procedural document]*, *Report of Data Collection for Consideration of Grade Acceleration*.
 - 2.3 Intelligence, as well as social, emotional and motivational readiness, will be assessed by the school psychologist, with the findings to be included on *[Board-approved procedural document]*, *Report of Data Collection for Consideration of Grade Acceleration*.
 - 2.4 The District Gifted and Talented Specialist will administer the Iowa Acceleration Scale and record the findings on *[Board-approved procedural document]*, *Report of Data Collection for Consideration of Grade Acceleration*.
3. Meeting – A meeting, including the parent(s) or guardian(s), administrator, classroom teacher(s), psychologist and gifted and talented specialist will follow the data collection and assessment.
 - 3.1 A recommendation to grant or deny the grade acceleration will result from the meeting.
 - 3.2 The meeting results will be recorded on *[Board-approved procedural document]*, *Meeting Summary for Consideration of Grade Acceleration*.
 - 3.3 If the grade acceleration is approved, the gifted and talented specialist will complete *[Board-approved procedural document]*, *Transition Plan for Grade Acceleration*.



3.4 When a final determination is made to accelerate (or not accelerate) the parent(s)/guardian(s) will be notified within ten (10) working days of the meeting, and given the reason for the decision along with a copy of this policy.

3a. Criteria for Acceleration – Criteria for a student’s accelerated promotion will be objectively based on the following data:

1. Student is currently enrolled in grades K-6 in the Holmdel public school district, and has not previously been considered for grade level acceleration.
2. Scores of “Exceeding Expectations” in Math and Reading/ELA on prior and current year state testing (if applicable)
3. School attendance (three (3) or less days of absence per academic year)
4. I-Ready, LinkIt!, NWEA MAP assessments and benchmark assessments in class
5. Intelligence testing performed in the past two years, provided by the parent or completed by the school psychologist* (including but not limited to the most recent full battery WISC-V and WIAT tests, Stanford-Binet, or WJ-III cognitive and achievement testing)
6. Advisor/Teacher/Parent observation
7. Portfolio of work samples
8. Iowa Acceleration Scale

3b. Equity and Access – For students with disabilities, the determination of the appropriate standards for promotion and retention should be made as part of the Individualized Education Plan (IEP) process and in accordance with all applicable laws.

**Students who do not have access to private intelligence testing will receive full battery testing by the school psychologist.*

3c. If a parent is requesting a change in their child’s grade level due to a start date error, (e.g. a birthdate that would qualify a student for a different grade level) the parent may provide a written request to the school principal, with supporting documentation of the child’s birthdate and/or successful completion of the previous grade level before September 30th of the current school year.



4. Record-keeping
 - 4.1 Copies of *[Board-approved procedural document], Meeting Summary for Consideration of Grade Acceleration* and *[Board-approved procedural document], Transition Plan for Grade Acceleration*, will be distributed as follows:
 - 4.1.1 Student's cumulative folder;
 - 4.1.2 Assistant Superintendent of Curriculum and Instruction;
 - 4.1.3 Supervisor of elementary or secondary education, for appropriate grade level, and
 - 4.1.4 If grade acceleration was approved, the guidance counselor.
 - 4.2 All grade acceleration files are kept in a central location in the student's school of attendance with other case study files in a section labeled "Grade Acceleration."
5. Right to Appeal – If the parent(s)/guardian(s) disagree with the decision of the committee, they have the right to appeal to an appeals committee.
 - 5.1 Parents who choose to appeal a decision or decline a recommendation to promote a student must submit their appeal in writing to the *Supervisor of Supplemental Services*. The request must specify reasons why the decision should be overturned. The appeal must be submitted no later than ten (10) working days after the receipt of the grade level acceleration committee decision.
 - 5.2 An appeals committee, appointed by the Supervisor of Supplemental Services, shall be comprised of one Holmdel Public School teacher from a building other than the student's current grade level building, one guidance counselor from another building, and the Director of Student Services. This committee shall review the appeal and the student's academic records and test data in accordance with section 2 (above). The Supervisor of Supplemental Services will provide evidence upon which the acceleration decision was based. The parents/guardians may also provide evidence and the reason(s) for their appeal. The Appeals Committee meeting will be conducted in a confidential manner. The Appeals Committee will prepare a written decision which summarizes its conclusions and findings. The Appeals Committee will not recommend that the Referral Team's decision be overturned unless the recommendation of the Appeals Committee is unanimous.



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5.3 The Appeals Committee will notify the parent(s)/guardian(s) and Supervisor of Supplemental Services of its decision within ten (10) working days after the meeting.

5.4 The Appeals Committee decision is final.

[\(N.J.S.A. 18A:35-34 through N.J.S.A. 18A:35-39\)](#)
[N.J.A.C. 6A:8-3.1](#)

Adopted: 29 August 2012

Revised: XX Month 20XX



2464 GIFTED AND TALENTED STUDENTS

The Board of Education recognizes its responsibility to identify gifted and talented students within the school district and to provide these students with appropriate instructional adaptations and services. To that end, the Board directs each such student in the school district be identified and offered an appropriate educational program and services.

For purposes of this Policy, “gifted and talented students” means students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

For the purpose of this Policy, “instructional adaptation” means an adjustment or modification to instruction enabling a student who is gifted and talented to participate in, benefit from, and demonstrate knowledge and application of the New Jersey Student Learning Standards in one or more content areas at the instructional level of the student, not just the student’s grade level.

The Superintendent of Schools or designee shall ensure that the appropriate instructional adaptations are designed for students who are gifted and talented.

The Superintendent or designee will develop procedures for an ongoing Kindergarten through grade twelve needs assessment process for gifted and talented students that includes multiple measures in order to identify student strengths in intellectual ability, creativity, or a specific academic area. The district shall ensure equal access to a continuum of gifted and talented education services. The identification process shall include consideration of all students, including those who are English language learners and those with Individualized Education Plans or 504 Plans.

The Superintendent or designee will develop and document appropriate curricular and instructional modifications used for gifted and talented students indicating content, process, products, and learning environments, and including, but not limited to, additional education activities such as academic competitions, guest speakers, and lessons with a specialist.



The Superintendent or designee will take into consideration the Gifted Programming Standards, Position Statements, and White Papers of the National Association for Gifted Children in identifying and serving gifted and talented students.

The district will provide the time and resources to develop, review, and enhance instructional tools with modifications for helping gifted and talented students acquire and demonstrate mastery of the required knowledge and skills specified by the standards at the instructional level of the student.

The district will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.

The district shall file with the New Jersey Department of Education Coordinator for Gifted and Talented Services a report by October 1, 2020 and thereafter on a schedule that coincides with the school district's New Jersey Quality Single Accountability Continuum (QSAC) review pursuant to N.J.S.A. 18A:7A-11. The report shall include, but not be limited to, the gifted and talented continuum of services, policies, and procedures implemented in the school district; the total number of students receiving gifted and talented services in each grade level Kindergarten through grade twelve disaggregated by race, gender, special education designation, and English language learner designation; the professional development opportunities provided for teachers, educational services staff, and school leaders about gifted and talented students, their needs, and educational development; and the number of staff employed by the school district whose job responsibilities include identification of and providing services to gifted and talented students. Programs for gifted and talented students will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent of any student identified as gifted or talented shall be consulted regarding any program designed to address the student's particular needs.

An individual who believes that the district has not complied with the provisions of N.J.S.A. 18A:35-34 et seq. may file a complaint with the Board of Education. This policy for filing a complaint shall be linked to the homepage of the Board's Internet website. The Board shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter. The individual may then file a petition of appeal of the Board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.



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The district shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

N.J.S.A. 18A:61A-2; 18A:35-4.16; 18A:35-34 through 39
N.J.A.C. 6A:8-1.3; 6A:8-3.1(a)5
P.L. 108-382, Sec. 10201 et seq.

Adopted: 04 November 2020

Revised: 06 April 2022



3233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. However, the Board prohibits the use of school grounds and school time, for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school grounds unless permitted in accordance with Board Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on school grounds nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school grounds;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day on school grounds that are used as a polling place;
4. A teaching staff member shall not engage in any activity in the presence of students while on school grounds, which is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

In accordance with N.J.S.A. 18A:6-8.1., a teaching staff member employed by this district who is a member of the Senate or General Assembly of the State of New Jersey shall be entitled to time off from school district duties, without loss of pay, during the periods of the teaching staff member's attendance at regular or special sessions of the legislature and hearings or meetings of any legislative committee or commission.



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In accordance with N.J.S.A. 18A:6-8.2., a teaching staff member employed by this district who is a member of the Board of County Commissioners of any county of New Jersey shall be entitled to time off from the teaching staff member's duties, without pay, during the periods of the teaching staff member's attendance at regular or special meetings of the Board of County Commissioners and of any committee thereof and at such other times as the teaching staff member shall be engaged in performing the necessary functions and duties of the teaching staff member's office as a member of the Board of County Commissioners.

No other teaching staff member who holds elective or appointive office is entitled to time off, except as such time off may be provided for by Board policy or negotiated agreement.

The provisions of this Policy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of student elections, or the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a teaching staff member or a student.

N.J.S.A. 18A:6-8.1.; 18A:6-8.2.; 18A:6-8.4.; 18A:42-4

N.J.S.A. 19:34-42

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division
A-2528-98T5

Adopted: 29 August 2012

Revised: 06 April 2022



5541 ANTI-HAZING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to [1 high school(s); 1 middle school(s); and/or 2 elementary school(s)] in the school district.

“Hazing” in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;
4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;



5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600. A Principal or designee who receives a report of an alleged incident of hazing and fails to initiate or conduct an investigation and fails to minimize or eliminate the hazing may be subject to disciplinary action.

The Principal or designee may identify behavior when investigating an alleged incident of hazing indicating harassment, intimidation, or bullying (HIB) pursuant to N.J.S.A. 18A:37-14 et seq. – the New Jersey Anti-Bullying Bill of Rights Act (ABR). If the Principal or designee identifies behavior indicating HIB, the Principal or designee shall ensure a separate investigation is conducted in accordance with the ABR and Policy 5512.

The Superintendent or designee shall report to local law enforcement any hazing incident that rises to the level of mandatory reporting under the “Uniform Memorandum of Agreement Between Education Officials and Law Enforcement Officials” or any other agreement between local law enforcement and the school district pursuant to N.J.A.C. 6A:16-5.1(b).

Hazing that involves the participation of a coach, teacher, or other adult may constitute child abuse and shall be addressed in accordance with N.J.S.A. 18A:36-25 and Policy and Regulation 8462.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600, or any other applicable Board Policy or Regulation. In accordance with N.J.S.A. 18A:37-32.3



appropriate penalties for a violation of this Policy may include, but are not limited to:

1. Withholding of diplomas or transcripts pending compliance with the rules;
2. Rescission of permission for the organization or group whose student member(s) are being penalized under this Policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and
3. The imposition of probation, suspension, dismissal, or expulsion of a student member(s).

Any discipline instituted in response to a violation of this Policy may be in addition to discipline for a violation of Policy 5512, Policy and Regulation 5600, and any other applicable Board Policy and Regulation.

The school district shall ensure that students are informed of this Policy, including the rules, penalties, and program of enforcement under this Policy. This Policy shall be posted on the school district's publicly accessible Internet website.

N.J.S.A. 18A:36-25; 18A:37-13.2; 18A:37-14 et seq.; 18A:37-32.2;
18A:37-32.3
N.J.A.C. 6A:16-5.1

Adopted: 06 April 2022



8465 BIAS CRIMES AND BIAS-RELATED ACTS

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Bias crimes and bias-related acts involving students can lead to further violence and retaliation. Bias crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. School district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of bias crimes and bias-related acts.

Definitions

A "bias crime" means any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability; sexual orientation; gender identity or expression; national origin; or ethnicity.

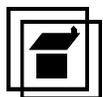
A "bias-related act" means an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.

All bias crimes are also bias-related acts, but not all bias-related acts will constitute a bias crime.

Required Actions

School employees shall immediately notify the Principal and the Superintendent or designee when in the course of their employment they develop reason to believe a bias crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e).

The Superintendent or designee shall promptly notify the local police department and the bias investigation officer for the county prosecutor's office when a bias crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e)1.



The Superintendent or designee shall immediately notify the local police department and the bias investigation officer for the county prosecutor's office where there is reason to believe that a bias crime or bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened in accordance with N.J.A.C. 6A:16-6.3(e)2.

It is understood a referral to the local police department or county prosecutor's office pursuant to the Memorandum of Agreement between Education and Law Enforcement Officials is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the local police department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected bias crime or bias-related act occurring on school grounds and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected bias crime or bias-related act pending the arrival of the local police department or the county prosecutor's office. The school officials, where feasible, will cover or conceal such evidence until the arrival of the local police department or county prosecutor's office.

N.J.S.A. 2C:16-1

N.J.A.C. 6A:16-6; 6A:16-6.2; 6A:16-6.3

State Memorandum of Agreement approved by the Department
of Law & Public Safety and the Department of Education

Adopted: 29 August 2012

Revised: 06 April 2022



REGULATION

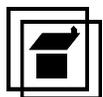
R 8465 BIAS CRIMES AND BIAS-RELATED ACTS

A. Definitions

1. A bias crime means any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race;; color;; religion; gender;; disability; sexual orientation;-gender identity or expression; national origin; or ethnicity.
2. A bias-related act means an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.
3. All bias crimes are also bias-related acts, but not all bias-related acts will constitute a bias crime.

B. Procedure For Reporting Bias Crimes and Bias-Related Acts

1. A school employee shall immediately notify the Principal and the Superintendent or designee when in the course of their employment, they develop reason to believe that:
 - a. A bias crime or a bias-related act has been committed or is about to be committed on school grounds;
 - b. A bias crime or a bias-related act has been or is about to be committed by student on or off school grounds, and whether such offense was or is to be committed during operating school hours; or
 - c. A student enrolled in the school has been or is about to become the victim of a bias crime or bias-related act on or off school grounds, or during operating school hours.
2. The Superintendent or designee shall promptly notify the local police department and the bias investigation officer for the county prosecutor's office when a bias crime or bias-related act has been



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committed or is about to be committed on school grounds, or has been or is about to be committed by a student on or off school grounds, and whether such offense was or is to be committed during operating school hours, or a student enrolled in the school has been or is about to become the victim of a bias crime or bias-related act on or off school grounds, or during operating school hours.

3. The Superintendent or designee shall immediately notify the local police department and the bias investigation officer for the county prosecutor's office where there is reason to believe a bias crime or bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe a life has been or will be threatened.

C. Nature of Referral

1. The mandatory referral for suspected or committed bias crimes and bias-related acts as described in N.J.A.C. 6A:16-6.3(e) and this Regulation is only a request to the law enforcement agencies to conduct an investigation and is nothing more than the transmittal of information which may be pertinent to any such law enforcement investigation.

D. Concurrent Jurisdiction

1. Unless the local police department or the county prosecutor's office request otherwise, school officials may continue to investigate a suspected bias crime or bias-related act occurring on school grounds and may take such actions as necessary and appropriate to redress and remediate any such acts.
2. School officials will immediately discontinue any ongoing school investigation if the local police department or the county prosecutor's office believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety.
 - a. Upon notice provided in D.2. above, school officials will take no further action without providing notice to and receiving the assent of the local police department or the county prosecutor's office.



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E. Preservation of Evidence

1. School officials will secure and preserve any such graffiti or other evidence of a suspected bias crime or bias-related act pending the arrival of the local police department or the county prosecutor's office.
2. The school officials, when feasible, will cover or conceal such evidence until the arrival of the local police department or county prosecutor's office in a manner designed to minimize the harm and continued exposure to students by such evidence.

Issued: 29 August 2012

Revised: 06 April 2022





HOLMDEL TOWNSHIP SCHOOL DISTRICT

"A COMMITMENT TO EXCELLENCE"

District State Testing Security Plan

**Holmdel Township Schools
Holmdel, New Jersey**

2021-2022

Introduction

The administration of the state assessments, including the New Jersey Graduation Proficiency Assessment (NJGPA) and the New Jersey Student Learning Assessment (NJSLA), is a secure testing event. Maintaining the security of testing materials before, during, and after the test administration is crucial to obtaining valid and reliable results. The District and School Test Coordinators (DTCs and STCs) are responsible for ensuring that all personnel with authorized access to secure test materials are trained and aware of their responsibilities in terms of what they can and cannot do in the testing environment.

Cooperation, vigilance, and good sense are important in achieving success in administering tests. Teachers should be alert, aware, and attentive. Staff must always maintain a professional decorum during testing. For example, staff must not engage in personal conversations before, during, or after testing and while students are present.

School Test Coordinators (STCs), Test Administrators (TAs), and Proctors should read the relevant sections of the [Test Administrator Manual \(TAM\)](#) and the [Test Coordinator Manual \(TCM\)](#), and know the procedures for testing outlined in the [District Security Plan](#). Please refer to these documents for all security and test procedures for a comprehensive guide and explanation.

Testing Security

The administration of the state assessments (e.g. NJGPA; NJSLA) is a secure testing event. All staff involved in the administration of the test will complete, sign and hand in a [Security Agreement Form](#).

Security breaches may have consequences for the district and staff and can have disciplinary repercussions for students. The state assessment bureau has invalidated scores for schools found in serious breach of security.

Testing Irregularity Reporting

An [Irregularity Report Form](#) must be completed to document any testing irregularity that occurred before, during, or after testing.

A STC (School Guidance Counselors) must report an incident to the DTC (Denise Wrubel).

The DTC (Denise Wrubel) will contact the State Assessment Coordinator (Gilbert Gonzalez, Director - assessment@doe.nj.gov).

A TA (Testing Administrator) will complete the Testing Irregularity Form and submit it to a STC. The STC will submit the form to the DTC.

The DTC will upload the form to PAN

Turnkey Training

Each year, before the start of spring testing, the New Jersey Department of Education (NJDOE) provides training to all District Testing Coordinators (DTC) Technology Coordinators who in turn are required to train all STCs.

District Technology Coordinators will attend NJDOE training. The DTC will train the STC if the STC did not attend the training provided by the NJDOE. The District Technology Coordinator must train the school level technology personnel.

DTC or STC must train all TAs and Proctors. All attendees will be required to sign an attendance form. Those who are not in attendance will be required to receive one-on-one training prior to testing. All trained staff will sign and note the date of training. Topics to be covered include but are not limited to:

- Testing dates/times
- Description of test materials
- Secure materials: student test tickets, test booklets if applicable, used scratch paper, student rosters, human reader scripts, tactile graphics, etc.
- Test security
- Things to always do during testing and things to never do during testing
- Rules for accommodations
- Responsibilities of TAs vs. Proctors
- How to know that a child is in the right section of the test
- Use of the Irregularity Report
- Procedures for starting, stopping, and resuming a test session
- Required forms

Chain of Command

The STC and school-level technology personnel must be on-site during the regular and make-up testing.

The District Technology Coordinator will visit testing sites and must always be available via phone during the testing period.

Each school will designate a backup STC in the event of an absence on a testing day.

District curriculum staff must be trained and be prepared to serve as the backup DTC in case of an absence on a testing day.

Backup TAs must be trained in the event that an assigned TA is absent. Substitute teachers may not serve as TAs.

Storage of Secure Materials

All testing materials must be stored in a secure locked area.

STC will distribute test materials to TAs and collect the materials at the end of each test administration day.

STC will document the distribution and return of test materials to the TA each test administration day.

STC will keep track of testing materials, which include:

- Student testing tickets
- TA authorization tickets (read aloud accommodation)
- Calculators
- Scratch paper, to include hard copies of math reference sheets and/or periodic tables (for science)

once they are written on by students

- Chain of Custody Form for Computer-Based Testing
- Chain of Custody Form for Paper Test Booklets (if applicable)
- No. 2 pencils (if applicable)

STC will distribute test materials to the TA approximately 15 minutes prior to testing.

TA must return test materials to the STC within 15 minutes after testing ends.

- The STC must shred the following test materials immediately after all unit are complete:
- Printed Student Testing Tickets
- Printed TA Authorization Tickets
- Mathematics Reference Sheets written on by students
- Periodic Tables written on by students
- Scratch paper written on by students
- Any other school-generated reports or documents, which contain personally identifiable student information
- All accommodated materials (excludes vendor-supplied auxiliary materials for Large Print and Read Aloud administration)

Once shredding is complete, the STC must document the action on the Tracking Form of Secure Materials.

Missing Test Materials

- If at any time it is discovered that test materials are missing, the following procedures **MUST** be followed:
 1. TA:
 - a. Halt testing
 - b. Notify STC immediately
 - c. Do not allow students to leave the testing area
 2. STC:
 - a. Notify DTC immediately
 - b. Do not allow students to leave the testing area
 - c. Notify school principal
 3. DTC
 - a. Notify NJDOE and the County Education Specialist immediately
 - b. Notify district personnel (i.e. Chief School Administrator, Assistant Superintendent)

Loss of Internet / Error Messages

Certain circumstances, such as the loss of an internet connection, trigger the Early Warning System (EWS) on the TestNav screen that the students see during testing. The EWS alerts students to problems with the transmission of their test data and allows a TA to act so that students don't lose responses. The district technology coordinator must be notified to check that student responses have been saved to the secondary save location or to the Pearson server.

Sick Child

- In the event a student becomes ill during testing, the TA will take all testing materials from the student.
- The TA must immediately notify the STC or DTC.
- The student will be sent to the nurse with a proctor or hall monitor.
- TAs must note the exact place in the unit where the student stopped and the amount of time remaining in the test session. Students are not allowed to alter any previously entered or written responses. Students must resume where they left off and may not alter previous responses.
- The STC must complete an Irregularity Report documenting the incident.
- The DTC (Denise Wrubel) will upload the irregularity report to PAN and email the support request number to the appropriate state testing coordinator (Gilbert Gonzalez, Director - assessment@doe.nj.gov).

Disruptive Students

In the event a student becomes disruptive or is caught cheating during testing, the TA will take all testing materials from the student. A proctor or hall monitor will take the student to the Main Office. The student may not return to the testing room during that day's testing. The TA will complete an Irregularity Report Form documenting the situation and submit the report to the STC at the time test materials are returned.

The STC and principal will determine if the student will complete the remainder of the test session in the same room or in a different test setting. Test invalidation may also occur.

Drills / Emergency Procedures

- There must be NO drills scheduled during the testing window.
- In the event of a fire alarm, all occupants will need to leave the school building. TAs will note the time remaining and direct students to exit the test session. TAs will collect student testing tickets, scratch paper, mathematics reference sheets and periodic tables, and paper test booklets (if applicable).
- STC will notify the DTC and NJDOE Office of Assessments of the situation. Testing will not resume until an announcement is made by the STC. The STC is responsible for completing an Irregularity Report documenting the situation and forwarding the report to the DTC. If it is determined by the STC, DTC, and the Office of Assessments that testing may resume upon re-entry to the school, TAs will redistribute the test materials and resume students' tests in PAN.
- TAs must pay close attention to ensure that each student has his/her originally assigned student testing ticket and scratch paper.
- Students will be given the amount of time that was remaining at the time of the fire alarm to complete the affected test session.
- If students are not permitted re-entry to the school, the DTC will contact the NJDOE to reschedule testing.

Inclement Weather

- If there is a school closing or delayed opening on a testing day, testing must be rescheduled.
- If a testing day needs to be postponed, the missed session (unit) will be rescheduled. Reschedule the canceled unit by either pushing the entire schedule forward or rescheduling the canceled units for make-up testing.
- The DTC must complete an Irregularity Report and upload to PAN and send the support request number to the appropriate State Assessment Coordinator (Gilbert Gonzalez, Director

Oassessment@doe.nj.gov).

- The report must include the date and session of the delayed or canceled testing, the reason for the delay or cancellation, and the revised testing schedule.
- If the closure is over several days please contact NJDOE Office of Assessments at assessment@doe.nj.gov.

Test Administrator (TAs)

Each TAs must sign the security agreement after receiving turnkey training from the STC or DTC.

The TA must always be in the testing room supervising the session.

The only person permitted to handle secure test materials is the trained TA.

The TA verifies, counts, and signs in/out all secure test materials.

The TA is the only person in the room allowed to start, stop, resume, or exit a test session.

Proctors

Proctors must sign the security agreement after receiving turnkey training from the STC or DTC.

Proctors may only handle non-secure materials such as pencils, headphones, and unused scratch paper.

Proctors monitor the students and assist the TA.

TAs and Proctors must always remain vigilant and continually walk around the room. The use of unauthorized electronics by TAs and Proctors is strictly forbidden in a test administration room.

Technology Personnel

All technology personnel must sign the security agreement after receiving turnkey training from the STC or DTC.

Technology Personnel must be readily available to ensure testing runs smoothly.

Testing Environment Requirements

Place a “Do Not Disturb - TESTING” sign on the door.

Do NOT cover any windows on the door. A clear visual into the classroom is necessary.

Direct students to leave coats, backpacks, and books somewhere away from the test seating, perhaps along the side of the room or other appropriate, secure place.

Inspect the room and make sure that NO instructional displays are visible. These may include bulletin boards, posters, etc.

NO cell phones or any unauthorized electronics are permitted in the testing environment. If these are

accidentally brought in, the electronic device must be collected. If a student is caught with electronics at any time after the test begins, the student will be escorted to the office.

No food or beverages are permitted in the testing environment except in the case of a documented medical condition, if permitted by an IEP/504 plan. Students must have assigned seating with appropriate spacing and ample surface area.

A clock and chart/board should display time remaining in the unit.

Never leave students unattended.

Monitors should be in the hallways to keep them quiet and be available for emergencies.

Contact Information

District Testing Coordinator (Denise Wrubel): 732-946-1045 x 4027

Technology Coordinator (Anthony Gattini): 732-946-1832 x3436

NJDOE Grade Level Coordinators:

Grades 3-8	Timothy Steel Dadzie	timothy.steele.dadzie@doe.nj.gov	609-376-3469
High School	Lara Hilaman	lara.hilman@doe.nj.gov	609-376-9194

NJDOE Office of Assessments

Gilbert Gonzalez, Director	assessment@doe.nj.gov	609-376-3960
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School Name: Holmdel High School
School Code: 252230-020

School Name: William R. Satz School
School Code: 252230-030

School Name: Indian Hill School
School Code: 252230-050

School Name: Village School
School Code: 252230-080

County Code: 25
District Code: 2230