



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA  
REGULAR BUSINESS MEETING  
HOLMDEL HIGH SCHOOL  
JULY 27, 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, July 27, 2022 remotely and at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:05 p.m. by Mrs. Zhang, Board Vice 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.

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D. Roll Call/Flag Salute

The following Board members were present: Mesdames: Zhang, Collur and Tuccillo. Messrs: Sockol, Hammer and Reddy. Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. 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, Ms. Trinity Han and Ms. Anugna Parvateneni were absent.

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

- Student Recognition – Presented by Mr. William Loughran
  - International Geography Bee National Champion – Akarsh Kollu

F. Report of the Student Representatives to the Board - None

G. Report of the Superintendent

Good Evening,

Madame Vice President, members of the board, colleagues and members of the community who are attending here in person or virtually.

We are now approximately midway through our summer recess, I hope that our students and families and staff have been enjoying some much deserved rest and relaxation even with these high temperatures.

In the district, the summer has been going extremely well and productively. We have a number of summer programs occurring with our extended school year program for special needs students at Village School including our 18 to 21 STARS program, as well as our varied summer step up program, which is offering classes at Indian Hill School, Satz School, as well as the High School. Courses include reinforcement in math, English language arts, and science as well as more enrichment based courses like a performance arts program.

In my walk-throughs of these programs, I have been tremendously impressed by the quality of the instruction and the engagement and positive mindset and spirit of our students.

Amidst this activity, the district's buildings and grounds department is engaged in their standard summer cleaning and maintenance activities alongside a number of larger scale projects including the recently completed milling, paving, and striping of the middle and high school complex. The complex's flooring project is now underway, with work on the new ADA compliant playground at Indian Hill to commence in the next week or two. Additionally, the contractor is prepared to begin the new multipurpose turf field project, and is awaiting the delivery of the turf material. Some additional details will be provided with regard to the timeline for this project subsequently under board committee reports. The buildings and grounds department is doing an outstanding job of balancing the many different projects along with the student programs, which are occurring in our buildings.

It has also been a constructive summer thus far in planning for the opening of the school year. A number of planning sessions have occurred, including an administrative team retreat on July 6 a board of education planning retreat on Saturday, July 16, , as well as a staff focus group last week. Feedback gathered from these various meetings combined with various sources of student data, as well as the responses to the community surveys administered at the end of the year have led to the development of

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a set of draft district goals. These goals will be approved at the August Board of Education meeting and are going through the final stages of refinement. However, I am happy to provide some sense of the focus is that the district has identified. One is the development of a strategic action plan, increasing and enhancing parent engagement and workshops, the research and training for implementation of a districtwide positive behavior support systems in each of the district schools, ensuring strategic connections between district, school, department, and teacher goals utilizing student achievement data in order to see positive gains in student achievement, and working towards consistency in educational experience through all students by bringing consistency and unification in the systems governing lesson planning, grading, staff observation and evaluation, and student support services.

Finally, the district has remained busy in the recruiting and hiring of highly qualified staff. The districts cadre of new staff members for next year is largely set, however we continue to fill ongoing and emerging leave replacements, and resignations. We are in the process of reviewing, evaluating, and adjusting our new staff orientation programs, which will take place the last week of August, as well as planning for opening two days of staff development for teachers and staff.

Finally, in closing, I have recommended a candidate for the board's approval this evening for the Village School principalship. The district received approximately 50 qualified applicants for the position, the recommended candidate distinguished herself amongst the others to a multi stage process, and comes to us for the proven track record of community building and engagement, moving the needle of student achievement and leading her former elementary school to national blue ribbon status. It is with confidence and enthusiasm that I recommend her to the board this evening.

Tomorrow the community will receive a Midsummer update letter from me. That concludes my report for this evening. I thank you for your time and attention.

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

Dr. Cascone affirmed, for the record, that he presented the reports of the new cases brought forth to the Administration, has reviewed the investigations and findings and concurs with the findings as presented.

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.

- Mr. Reddy – Curriculum, Instruction & Special Services
- Mr. Sockol – Labor Negotiations/Personnel
- Mrs. Tuccillo – Budget & Finance
- Mrs. Zhang – Community Relations

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

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K. Action Items

• **Approval of Minutes:**

1. Approval of Minutes – Closed Executive Session of the Special Board Meeting – June 15, 2022

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session of the Special Board Meeting – June 15, 2022.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

2. Approval of Minutes – Special Board Meeting – June 15, 2022

Resolved: That the Board approve the minutes of the following meeting: Special Board Meeting – June 15, 2022.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

3. Approval of Minutes – Closed Executive Session Meeting – June 29, 2022

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session Meeting – June 29, 2022.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

4. Approval of Minutes – Regular Business Meeting – June 29, 2022

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – June 29, 2022.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

• **Policy:**

5. Approval of Policies (Second & Final Reading)

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

P5512 Harassment, Intimidation and Bullying  
P2431 Athletic Competition

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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• **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 as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

7. Approval of Professional Development, Non-Public Staff

Resolved: That the Board approve the professional development activities/meetings for non-public staff, as authorized by the Superintendent under Policy 6471 School District Travel, and in accordance with Regulation 6471 Staff Member Expenses, as follows:

Date	Last	First	Location	Professional Development Activities/Meetings	City, State	Cost/Fee*
July 19-21, 2022	Gadaleta	Jessica	St. John Vianney High School	Curriculum, Instruction and Assessment with Impact	Virtual	\$689.00

\*Funded by Title II-A

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

8. Approval of Curriculum Writers

Resolved: That the Board approve the curriculum writing projects for the 2022/2023 school year, as follows:

Course	Length	New/Revised	Grade	Writer
Math 8 Lab	FY	N	8	Daren Saler & Kayla Begen
Practical Social Studies	FY	N	8	Melissa Murphy
ACES	Q	N	7	Chelsea Crowley
Social Studies	FY	N	6 & 8	Megan Stauffer*

\*Replaced C. Conroy

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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9. Approval of the purchase of books for the Satz English Department's Classrooms and the Complex Library

Resolved: That the Board approve the purchase of books for the Satz English Department's Classrooms and The Complex Library, as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

10. Acceptance of Memorandum of Understanding between Title III Consortium Fiscal Agent and Member Districts

Resolved: That the Board accept the Memorandum of Understanding between the Title III Consortium Fiscal Agent known as Freehold Township School District and Member District known as Holmdel School District, as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

11. Approval of a Research Study of Principals' Perceptions and Experiences at the Middle School Level

Resolved: That the board approve the research study of principals' perceptions and experiences of recess at the middle school level, conducted by an assistant professor of Physical Education at Kean University, as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

12. Approval of Adoption of District Textbooks/Supplemental Resource Books and Materials

Resolved: That the Board approve the adoption of District textbooks/supplemental resource books and materials lists for the 2022/2023 school year, as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

13. Approval of the Clinical Affiliation Agreement with Kean University and Rutgers University for the clinical education of students in the department of Occupational Therapy

Resolved: That the board approve the clinical affiliation agreement with Kean University and Rutgers University for the clinical education of students in the department of Occupational Therapy, as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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

Resolved: That the Board approve the Commission for the Blind and Visually Impaired Services for the following students for the 2022/2023 school year as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

15. Approval of the 2022-2023 Nursing Plan

Resolved: That the Board approve the 2022-2023 Nursing Plan, as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

16. Approval of 2022/2023 Locations for Community Based Instruction (CBI) and Structured Learning Experience (SLE)

Resolved: That the Board approve the 2022/2023 Community Based (CBI) and Structured Learning Experience (SLE) Locations as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

17. Approval and Submission of the Elementary and Secondary Education (ESEA) Grant Award for 2022/2023

Resolved: That the Board approve the submission of the Elementary and Secondary Education Act (ESEA) Grant Award Application for 2022/2023 school year and accept the funds as per below:

Title	Holmdel Township School District	Non-Public Schools	Total
Title I, Part A	\$115,751.00	\$0.00	\$115,751.00
Title II, Part A	\$27,662.00	\$11,580.00	\$39,242.00
Title III*	\$6,663.00	\$0.00	\$6,663.00
Title IV	\$7,975.00	\$3,338.00	\$11,313.00
Total	\$158,051.00	\$14,918.00	\$172,969.00

*\*Funded by Title III Consortium Fiscal Agent*

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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18. Approval and Submission of the Individuals with Disabilities Education Act (IDEA) Grant Award Basic and Preschool for 2022/2023

Resolved: That the Board approve the submission of the Individuals with Disabilities Education Act (IDEA) Grant Award/Application Part B Basic and Preschool for the 2022/2023 school year and accept the funds as per below:

Grant	Holmdel Township School District	Non-Public Schools	Total
Basic	\$638,757.00	\$132,794.00	\$771,551.00
Pre-School	\$ 33,881.00	-0-	\$ 33,881.00
Total	\$672,638.00	\$132,794.00	\$805,432.00

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

19. Approval of Allocation of 2022/2023 IDEA Preschool Funds

Resolved: That the Board approve 100% of the Preschool portion of the 2022/2023 IDEA Consolidated Grant to fund the salary and benefits of Anne Puccio, Preschool Disabled Monitor.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

20. Approval of Consultant for Professional Development, 2022/2023 School Year

Resolved: That the Board approve the following consultant for professional development for the 2022/2023 school year:

Name	Workshop	Amount (not to exceed)
The Center for AAC & Autism	Introduction to LAMP (Language Acquisition through Motor Planning) and LAMP Words for Life	\$699.00

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

21. Approval of Affirmation of HIB Incidents

Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-15(b)(6)(c), at its meeting on June 29, 2022, the Superintendent reported the following HIB Incidents to the Board;

Now, therefore, be it Resolved, that the Board approves the issuance of written decisions affirming the determinations in the following student HIB investigations:

- A. 232251\_IH\_05122022
- B. 232877\_IH\_05252022
- C. 233465\_IH\_06092022
- D. 232799\_HHS\_052422



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E. 233141\_HHS\_06022022  
F. 233619\_HHS\_06142022

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

22. Acceptance of Resignation, Art Teacher, W.R. Satz School/Holmdel High School

Resolved: That the Board accept the resignation of Danielle Lubin-Mirzwa, Art Teacher, W.R. Satz School/Holmdel High School effective June 30, 2022.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

23. Acceptance of Resignation, Special Education Teacher, W.R. Satz School

Resolved: That the Board accept the resignation of Chiarina Guzik, Special Education Teacher, W.R. Satz School effective June 30, 2022.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

24. Acceptance of Resignation, Social Studies Teacher, W.R. Satz School

Resolved: That the Board accept the resignation of Courtney Conroy, Social Studies Teacher, W.R. Satz School effective July 31, 2022.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

25. Acceptance of Resignation, Music Teacher, Village School

Resolved: That the Board accept the resignation of Dana Donovan, Music Teacher, Village School, effective July 31, 2022.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

26. Acceptance of Resignation, Science Teacher, Indian Hill School

Resolved: That the Board accept the resignation of Cathleene George, Science Teacher, Indian Hill School, on or before September 26, 2022.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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27. Approval of Leaves of Absence

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

Last Name	First Name	Leave Dates*
Drzymkowski	Alison	10/17/22-02/28/23
Gargano	Jaclyn	09/01/22-10/10/22
Halpin	Nicole	11/07/22-04/19/23
Safranek	Emily	10/13/22-03/31/23

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

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

28. Resolution Ratifying Negotiations Memorandum of Agreement with the Holmdel Township Administrators' Association

Resolved: That the Holmdel Board of Education hereby ratifies and approves the collective negotiations Memorandum of Agreement between the Board and the Holmdel Township Administrators' Association for the period July 1, 2020 through June 30, 2022, on file in the Human Resources Department; and be it

Further Resolved, that the Board authorizes its President and Secretary to execute an appropriate successor collective negotiations agreement upon approval of the form of same by the Board Attorney.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

29. Approval of Amendment of Salary, Non-Affiliated Administrators and Non-Affiliated Staff, 2021/2022 School Year

Resolved: That the Board approve the amended salaries for the non-affiliated administrators and non-affiliated staff for the 2021/2022 school year as per the attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

30. Approval of Appointment, Principal, Village School

Resolved: That the Board approve the appointment of Tricia Barrett, Principal, Village School, at a salary of \$140,000.00, effective on or before September 28, 2022 through June 30, 2023.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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31. Approval of Appointment, Art Teacher, Village School

Resolved: That the Board approve the appointment of Karli Glynn, Art Teacher, Village School, at a salary of step 4-6BA (4), \$57,800.00, effective September 1, 2022 through June 30, 2023, pending criminal history review. Salary for the 2022/2023 school year to be dependent upon completion of negotiations with HTEA. [Transfer]

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

32. Approval of Appointment, Special Education Teacher, Village School

Resolved: That the Board approve the appointment of Hailee Reinhardt, Special Education Teacher, Village School, at a salary of step 1BA, \$55,100.00, September 1, 2022 through June 30, 2023, pending criminal history review. Salary for the 2022/2023 school year to be dependent upon completion of negotiations with HTEA. [Transfer/Resignation]

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

33. Approval of Appointment, Special Education Teacher, W.R. Satz School

Resolved: That the Board approve the appointment of Bette Bourlokas, Special Education Teacher, W.R. Satz School, at a salary of step 7-8MA(7), \$68,500.00, effective September 1, 2022 through June 30, 2023, pending criminal history review. Salary for the 2022/2023 school year to be dependent upon completion of negotiations with HTEA. [New]

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

34. Approval of Appointment, Culinary Arts Teacher, W.R. Satz School

Resolved: That the Board approve the appointment of David Heary, Culinary Arts Teacher, W.R. Satz School, at a salary of step 13BA, \$66,800.00 effective September 1, 2022 through June 30, 2023, pending criminal history review. Salary for the 2022/2023 school year to be dependent upon completion of negotiations with HTEA. [Replacement]

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

35. Approval of Appointment, Assistant Network Engineer, District

Resolved: That the Board approve the appointment of Carlos Machado, Assistant Network Engineer, at a salary of \$86,000.00, effective retroactive from July 1, 2022 through June 30, 2023. [New]

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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36. Approval of Appointment, Temporary Leave Replacement, 6<sup>th</sup> Grade Mathematics Teacher, Indian Hill School

Resolved: That the Board approve the appointment of Angelica Maccario, Temporary Leave Replacement, Elementary 6<sup>th</sup> Grade Mathematics Teacher, Indian Hill School, at a salary of step 1BA, \$55,100.00, effective September 1, 2022 through November 2, 2022, pending criminal history review. Salary for the 2022/2023 school year to be dependent upon completion of negotiations with HTEA. [Leave of Absence]

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

37. Approval of Part-Time Special Education Monitors

Resolved: That the Board approve the appointment of Part-Time Special Education Monitors, effective September 29, 2022 through June 30, 2023, as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

38. Approval of Appointment, Non-Tenured Staff, 2022/2023 School Year

Resolved That the Board approve the appointment of Non-Tenured Staff for the 2022/2023 school year as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

39. Approval of Transfer, Village School

Resolved: That the Board approve the transfer of Alicia Farese, from Principal Village School, to Assistant Principal, Village School, at a salary of \$126,075.00, effective July 28, 2022 through June 30, 2023.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

40. Approval of Changes in Location

Resolved: That the Board approve changes in Location, effective September 1, 2022 as follows:

Last Name	First Name	Position/Location From	Position/Location to
Bayers	Nicole	Math Interventionist – Indian Hill School	Art Teacher –W.R. Satz School
Kotzas	Genevieve	Social Studies Teacher – Indian Hill School	Social Studies Teacher – W.R. Satz School
Wood	Elizabeth	Special Education Teacher, Village School	Special Education Teacher, W.R. Satz School

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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41. Approval of Appointment, Staff, Elementary Summer Screening, 2022/2023 School Year

Resolved: That the Board approve the appointment of staff members, for the Elementary Summer Screening, Village School, not to exceed 20 hours, as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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

Resolved: That the Board approve the appointment of the Summer Step Up Program Staff for the 2022/2023 school year. Salary for the 2022/2023 school year to be dependent upon completion of negotiations with HTEA, as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

43. Approval of Appointment, Extended School Year Program Substitute Staff, 2022/2023 School Year

Resolved: That the Board approve the appointment of Extended School Year Program Substitute Staff for the 2022/2023 school year as follows:

Last Name	First Name	Position	Rate	Effective Date
Harding	Jessica	Substitute Teacher	\$56.43	07/05/22
Harding	Jessica	Substitute Monitor	\$26.31	07/05/22
Polinger	Jennifer	Substitute Nurse	\$53.83	07/14/22

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

44. Approval of Revised Job Description

Revised: That the Board approve the revised job description from Special Education Monitor to Paraprofessional Special Education as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

45. Approval of Revised Evaluation Form

Resolved: That the Board approve the revised evaluation form from Special Education Monitor Evaluation Form to Paraprofessional Evaluation Form as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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46. Approval to Rescind Schedule B Appointment, 2022/2023 School Year

Resolved: That the Board approve to rescind the Schedule B appointment of Caroline Sparacino, Drama Coach/Fall, Indian Hill School for the 2022/2023 school year.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

47. Approval of Schedule B Appointments, 2022/2023 School Year

Resolved: That the Board approve the Schedule B appointments for the 2022/2023 school year as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

48. NO MOTION

• **Business Administrator's Recommendations**

49. Acceptance/Approval of 2021/2022 Extraordinary Aid

Resolved: That the Board accept/approve Extraordinary Aid in accordance with the Comprehensive Educational Improvement and Financing Act in the amount of \$1,098,790.00 for the 2021/2022 school year as on file in the Business Office.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

50. Acceptance/Approval of 2021/2022 Reimbursement of Nonpublic School Transportation Costs

Resolved: That the Board accept/approve funds from the New Jersey Department of Education, for Reimbursement of Nonpublic School Transportation Costs in accordance with N.J.S.A. 18A:39-1a, in the amount of \$40,882.00 for the 2021/2022 school year as on file in the Business Office.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

51. Approval of Athletic Training Service Provider, 2022/2023 School Year

Resolved: That the Board approve Professional Athletic Training Service, PLLC to provide athletic training services for the 2022/2023 school year at an annual fee of \$50,000.00.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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52. Approval of Strength & Conditioning Service Provider, 2022/2023 School Year

Resolved: That the Board approve Iron House Performance, LLC to provide Strength and Conditioning services for the 2022/2023 school year at an annual fee of \$30,000.00.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

53. Approval of Food Service Agreement, 2022/2023 School Year

**WHEREAS**, the Holmdel Township Board of Education (“Board” or “District”) issued a Request for Proposals for the provision of Food Services term of One (1) year with the option for Four (4) One (1) year renewal and subject to annual appropriations of sufficient funds to meet the extended obligation (“Services”), pursuant to authorization to use the competitive contracting process from the Department of Community Affairs, Division of Local Government Services; and

**WHEREAS**, the Board received one (1) proposal at the public proposal opening; and

**WHEREAS**, pursuant to the competitive contracting requirements, the proposal was evaluated based upon the criteria set forth in the Request for Proposals; and

**WHEREAS**, utilizing the evaluation criteria, the sole proposal provided by Compass Group USA, Inc., by and through its Chartwells Division, located at 3 International Drive Rye Brook, NY 10573, was determined to be acceptable and advantageous to the Board of Education based on an analysis of price and other factors;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby incorporates the findings above; and

**BE IT FURTHER RESOLVED**, that the Board hereby awards a contract to Compass Group USA, Inc., by and through its Chartwells Division, for Food Services for the period of July 1, 2022 through June 30, 2023 under the following arrangements:

1. The Board agrees not to participate in any of the Child Nutrition Programs for the 2022/2023 school year.
2. The Food Service Management Company management fee of \$.3656 per meal/meal equivalent is included in the \$57,496 guaranteed surplus to the district.
3. If the annual operating statement shows a return less than \$57,496, Chartwells will pay the difference between the actual and the guaranteed amount.
4. Total meals are calculated by dividing total cash receipts, including snack vending sales, by \$4.10 to arrive at an equivalent meal count. The per meal Management Fee of \$.3656 will be multiplied by total meals.
5. The Food Service Management Company guarantees the Local Education Agency a minimum of \$57,496 surplus (profit) for school year 2022/2023. This guarantee is contingent upon the guarantee requirements as stated below.
  - a. Cash and/or reimbursement levels from State and Federal sponsors do not fall below the levels estimated in Chartwells’ proposal.
  - b. The number of days meals are served during the school year will not be less than:

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School	Breakfast Serving Days	Lunch Serving Days
Village Elementary	0	170
Indian Hill Elementary	0	170
Satz Middle School	0	180
Holmdel High School	180	180
Total for all Schools	180	700

The guarantee shall be adjusted based on the following should there be less than 880 total serving days.

- The total guaranteed return as detailed in a. a. Guaranteed Return (Unlimited), above will be divided by the total serving days of 880. That calculation will then be the guarantee return per serving day. Any serving days less than the 880 serving days will be multiplied by the guarantee return per day and that calculation will the amount the guaranteed return will be reduced by.
  - c. Changes in district policies, practices and serving requirements including but not limited to changes in bell schedules, meal service periods or proposed staffing may result in an adjustment.
  - d. The student enrollment for the current year will not be less than 2,963 students.
  - e. The selling prices of Menu Pattern Meals and a la carte selections will not be less than those included in the proposal.
  - f. Service will not be interrupted as a result of fire, work stoppage, strike or school closing.
  - g. The District and its representatives including but not limited to, school principals, teachers and the District employees shall fully cooperate with the Contractor in the implementation of the Food Service Program. The District shall fully cooperate with the Contractor to limit the expansion of competitive food sales in order to maximize the gross receipts and other non-cash sales of the Food Service Program.
  - h. The following District expenses charged to and included in the Contractor’s budget/operating statement for the Food Service budget are as follows:
    - i. Ongoing contract monitoring in the amount of \$ 16,356
    - ii. Annual Point-Of-Sale System service and system maintenance fees of \$3,500
  - i. The information in the RFP remains unchanged, capital commitments are used as proposed, and Chartwells has the ability to implement the food service program as set forth in its proposal.

In the event the foregoing conditions and assumptions are not met during the school year, the Contractor’ guarantee obligation shall be reduced by an amount equivalent, to any increase in net cost of expenses or net loss of revenue attributable to the changes in such conditions and assumptions.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 5-1  
 NAY: Dr. Collur  
 Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall



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54. Authorization of Submission of Application for Change of Use of Educational Space

Resolved: That the Holmdel Township Board of Education hereby authorizes submission of Applications for Change of Use of Educational Space to the Monmouth County Executive Superintendent of Schools for approval of conversion of two former classrooms at Village Elementary School, previously converted to office use, back to classroom use.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

55. Approval of Renewal of Keyport Auto Body Transportation Contracts

Resolved: That the Board of Education approves the renewal of transportation contracts with Keyport Auto Body for the 2022/2023 school year, at the CPI renewal increase of 1.91% for the year as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

56. Award of Bids for Public/Non-Public Student Transportation Services – Bid #23-02

On June 28, 2022 at 11:00 a.m., bids were received for Public/Non-Public Student Transportation Services Bid #23-02.

Resolved: That the Board pursuant to requirements of N.J.S.A. 18A:39-3 et seq. award Public/Non-Public Student Transportation Services – Bid #23-02 to vendors as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

57. Award of Bids for Special Education Student Transportation Services – Bid #23-03

On June 28, 2022 at 1:00 p.m., bids were received for Special Education Student Transportation Services Bid #23-03.

Resolved: That the Board pursuant to requirements of N.J.S.A. 18A:39-3 et seq. award Special Education Student Transportation Services – Bid #23-03 to vendors as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

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58. Award of Bids for Public/Non-Public Student Transportation Services – Bid #23-02R

On July 26, 2022 at 11:00 a.m., bids were received for Public/Non-Public Student Transportation Services Bid #23-02R.

Resolved: That the Board pursuant to requirements of N.J.S.A. 18A:39-3 et seq. award Public/Non-Public Student Transportation Services – Bid #23-02R to vendors as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

59. Acceptance/Approval of 2022/2023 Entitlement Funds for Nonpublic School Security Aid

Resolved: That the Board accept/approve Entitlement Funds from the New Jersey Department of Education, Division of Finance for Nonpublic School Security Aid for the 2022/2023 school year as listed below and on file in the Business Office:

New School of Monmouth County	\$ 3,280.00
St. Benedict School	\$ 76,465.00
St. John Vianney High School	<u>\$167,280.00</u>
Total	\$247,025.00

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

60. Acceptance/Approval of 2022/2023 Entitlement Funds for Nonpublic School Nursing Aid

Resolved: That the Board accept/approve Entitlement Funds from the New Jersey Department of Education, Division of Finance for Nonpublic School Nursing Aid for the 2022/2023 school year as listed below and on file in the Business Office:

New School of Monmouth County	\$ 1,792.00
St. Benedict School	\$ 41,776.00
St. John Vianney High School	<u>\$ 91,392.00</u>
Total	\$134,960.00

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

61. Acceptance/Approval of 2022/2023 Entitlement Funds for Nonpublic School Technology Aid

Resolved: That the Board accept/approve Entitlement Funds from the New Jersey Department of Education, Division of Finance for Nonpublic School Technology Aid for the 2022/2023 school year as listed below and on file in the Business Office:

New School of Monmouth County	\$ 630.00
St. Benedict School	\$ 15,666.00
St. John Vianney High School	<u>\$ 33,768.00</u>
Total	\$ 50,064.00

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MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

62. Acceptance/Approval of 2022/2023 Entitlement Funds for Nonpublic School Textbook Aid

Resolved: That the Board accept/approve Entitlement Funds from the New Jersey Department of Education, Division of Finance for Nonpublic School Textbook Aid for the 2022/2023 school year as listed below and on file in the Business Office:

New School of Monmouth County	\$ 990.00
St. Benedict School	\$ 24,618.00
St. John Vianney High School	\$ <u>53,064.00</u>
Total	\$ 78,672.00

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

63. Approval of Addendum to Bills Payment – June 30, 2022

Resolved: That the Board approve payment of the June 30, 2022 addendum bills list in the amount of \$643,161.43 and as certified and approved.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

64. Approval of Bills Payment – July 27, 2022

Resolved: That the Board approve payment of the July 27, 2022 regular bills list in the amount of \$339,323.79 and as certified and approved.

MOTION: Mr. Sockol SECOND: Mr. Reddy VOTE: 6-0  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

65. Approval of Release Leave Agreement

Resolved: That the Holmdel Board of Education approves the Full-Time Release Leave Agreement with the Monmouth County Education Association and Denise King, on file in the office of the School Business Administrator, and authorizes its President and Secretary to execute the agreement on behalf of the Board upon approve of the form of same by the Board Attorney.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 5-0-1  
Abstained: Mrs. Tuccillo  
Absent: Mrs. Urbanski, Mrs. Briamonte and Mr. Wall

L. Old Business - None

M. New Business

- Mr. Hammer recommended having a backdrop for Board meetings when there are awards presented.

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- Mr. Hammer stated the milling and paving project is completed at the Complex and suggested having drone pictures taken, for the website, while everything looks great. There was a follow up discussion regarding the High School parking lot and the students painting individual parking spots. Dr. Cascone said he would discuss this with Dr. Kukoda.
- Mr. Reddy inquired when the open houses at the schools will be and asked if it would be happening before the next Board meeting. Dr. Cascone responded accordingly.
- Mr. Sockol asked that now that COVID is behind us, can we go back to having coffee/tea at the public meetings. He stated it was a friendly gesture for members of the public who attend Board Meetings.

N. Questions or Comments from the Public - None

O. Executive Session (if required) - None

P. Adjournment

Board Vice President Zhang called for a motion to adjourn the meeting. Mr. Sockol motioned, Mr. Reddy seconded and by a unanimous voice vote, the meeting adjourned at 7:51 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary

## HARASSMENT, INTIMIDATION, AND BULLYING

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- R. Students with Disabilities
- S. Approved Private Schools for Students with Disabilities (APSSD)
- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, 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. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); foster parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

- B. Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:



1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

## C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose



underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted





by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

#### D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Consequences – Students



Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

#### Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

#### Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

#### Examples of Consequences

1. Admonishment;



2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.

#### Appropriate Remedial Actions – Students

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

#### Factors for Determining Remedial Measures

##### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;



8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

#### Environmental

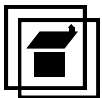
1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Remedial Measures

##### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways they can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior



- continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
  6. Develop a learning plan that includes consequences and skill building;
  7. Consider wrap-around support services or after-school programs or services;
  8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
  9. Arrange for an apology, preferably written;
  10. Require a reflective essay to ensure the student understands the impact of their actions on others;
  11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
  12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
  13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
  14. Schedule a follow-up conference with the student.

#### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure they do not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

#### Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and



3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental  
(Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social



- institutions and people;
- 19. Modifications in student routes or patterns traveling to and from school;
- 20. Supervision of student victims before and after school, including school transportation;
- 21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- 22. Targeted use of teacher aides;
- 23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
- 24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- 25. Parent conferences;
- 26. Family counseling;
- 27. Development of a general harassment, intimidation, and bullying response plan;
- 28. Behavioral expectations communicated to students and parents;
- 29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
- 30. Recommendations of a student behavior or ethics council;
- 31. Participation in peer support groups;
- 32. School transfers; and
- 33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

## Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



## Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

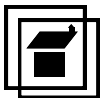
Sufficient safety measures should be undertaken to ensure the victim's physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

## E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The written report shall be on a numbered form developed by the New Jersey Department of Education in





accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

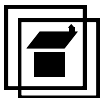
Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.



A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.



The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;



- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

## G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

### **Principal's Preliminary Determination**

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.

The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the



definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.

The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or



complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling as a result of the finding of the investigation, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action including seeking further information, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.



A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services,



and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.





## I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

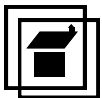
## J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.



1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.4, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
  2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
  3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
- K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur



on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.

The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.

#### L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.



Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

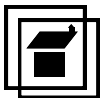
Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17.



M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

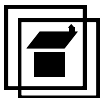
The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's



behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, and bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

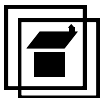
R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

Students  
5512/Page 27 of 27  
Harassment, Intimidation, and Bullying (M)

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted: 27 July 2022



## 2431 ATHLETIC COMPETITION (M)

### M

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.

For purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, and/or intramural athletic programs within a school or among schools in the district and any cheerleading program or activity in the school district.

#### Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

#### **Holmdel High School**

All students at Holmdel High School wishing to participate in athletic programs under the sponsorship of the school are subject to the New Jersey State Interscholastic Athletic Association eligibility requirements. Failure to meet these requirements prohibits participation in the athletic programs. These eligibility requirements are not applicable to classified students; eligibility is determined by the IEP and the decision of the Child Study Team. These eligibility requirements may be superseded by specific rules and decisions of the Shore Conference of





High Schools and the NJSIAA, in which Holmdel High School holds membership.

1. An entering freshman is automatically eligible for fall and winter athletic programs in the school.
2. A student must pass at least 30 credits (six courses) each year to be eligible for the athletic program in the first semester of the succeeding year. Summer school credits are applied to the preceding school year.
3. A student must pass 15 credits (six courses) during the first semester to be eligible for any program that begins in the second semester (spring season).
4. A student, once eligible for a sport, is entitled to continuous participation until that specific sports season concludes (unless a violation of team rules and/or policies occurs).
5. Any student who reaches the age of nineteen prior to September 1 will not be eligible to participate in the athletic program under NJSIAA rules and regulations.
6. Consideration of gender, religion, race or politics shall not prohibit participation in athletic programs.
7. Students should be aware that in order to participate on a collegiate level in NCAA Division I or II athletics, their high school records must be evaluated by the NCAA Clearinghouse. There are very specific standards which must be met including a minimum number of academic courses and a minimum GPA which are correlated with SAT results.

Holmdel High School sponsors the following athletic teams:

A. Boys Athletics

Fall: Football, Soccer, Cross Country

Winter: Basketball, Wrestling, Track and Field, Swimming, Fencing

Spring: Baseball, Track and Field, Tennis, Golf, Lacrosse, Volleyball

B. Girls Athletics



Fall: Tennis, Field Hockey, Cross Country, Cheerleading,  
Soccer, Gymnastics, Volleyball, Dance

Winter: Basketball, Track and Field, Cheerleading, Swimming, Dance,  
Fencing

Spring: Track and Field, Softball, Golf, Lacrosse, Flag Football

## **W.R. Satz School**

All students at William R. Satz School wishing to participate in athletic programs are subject to the eligibility requirements listed below. These eligibility requirements are not applicable to classified students, whose eligibility is determined by their IEPs and the decision of the Child Study Team.

1. A student must pass six courses from the previous year to be eligible for the athletic program in the first semester of the succeeding year (fall and winter seasons).
2. A student must be passing six courses after the first semester to be eligible for the athletic program in the second semester of that year (spring season).
3. A student, once eligible for a sport, is entitled to continuous participation until that specific sports season concludes (unless a violation of team rules and/or policies occurs).
4. Consideration of gender, religion, race or politics shall not prohibit participation in athletic programs.

William R. Satz School sponsors the following athletic teams:

### **A. Boys Athletics**

Fall: Cross Country, Soccer

Winter: Basketball, Wrestling

Spring: Baseball, Tennis, Track and Field

### **B. Girls Athletics**

Fall: Cross Country, Field Hockey, Soccer

Winter: Basketball, Cheerleading



Spring: Softball, Tennis, Track and Field

To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.

Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.

The school district is committed to providing a competitive and quality scholastic athletic program while conveying a strong message to our student-athletes about responsible behavior. Above all, we wish to take every measure possible to ensure our children's safety.

The student athlete contract will hold student/athletes more responsible for their behavior. Participation in extra-curricular activities is a privilege. In order to maintain the privilege of participation, student/athletes are expected to refrain from the use of illegal substances.

An initial violation of this policy, on campus during the school day or at a school-sponsored activity (home or away), will result in a 14-day suspension from all activities and a referral to the school's Student Assistance Counselor; the student must comply with any recommendations of the Student Assistance Counselor. Additional consequences will be assessed as necessary. A second violation of the policy will result in a 60-day suspension from all activities and a 3<sup>rd</sup> offense will result in a 1-year suspension from all co-curricular activities; likewise, appropriate referrals for professional intervention will be made.

A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 18 school days in the school year prior to the student commencing participation in school district sponsored programs of athletic competition.



A student who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to students.

#### Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.



## Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.

## Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and shall inform the Board of changes in that schedule.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.

N.J.A.C. 6A:7-1.7; 6A:16-1.4; 6A:16-2.1 et seq.

Adopted: 29 August 2012

Adopted: 18 September 2013

Adopted: 26 September 2018

Adopted: 27 July 2022





Approval of Commission for the Blind and Visually Impaired Services

Resolved: That the Board approve the Commission for the Blind and Visually Impaired Services of the following students for the 2022/2023 school year as follows:

<b>SID</b>	<b>Provider</b>	<b>Classification</b>	<b>Start Date</b>	<b>Cost</b>
2846124025	Commission for the Blind	Aut	9/1/2022	\$2,200.00
9597726696	Commission for the Blind	OHI	9/1/2022	\$2,200.00
9616701174	Commission for the Blind	MD	9/1/2022	\$2,200.00
4242043816	Commission for the Blind	VI	9/1/2022	\$2,200.00

<b>Last Name</b>	<b>First Name</b>	<b>Job Title</b>	<b>21/22 Calculated Salary</b>
CARDUCCI	LARA	Director-Non Cert	\$112,522
DEWYSOCKIE	JESSICA	Asst Business Admin.	\$120,950
GATTINI	ANTHONY	Director of Tech	\$155,218
LELIVELT	STEVEN	Network Engineer	\$110,822
PETRIZZO	MICHAEL	Bus. Admin./Bd Sec.	\$202,902
ROGERS	STEVEN	Asst to Director B&G	\$106,804
STROMSLAND	KENNETH	Director Bldgs/Groun	\$128,282
CHUDZIK	CHRISTOPHER	Electrician	\$92,250
RAINESS	JEFFREY	Asst. to Coordinator	\$49,188
RICCO	PAULA	Clerical Support	\$50,250
ACQUAVIVA	MARSHA	Bookkeeper	\$76,350
BUZZERIO	GIOVANNA	Admin Asst to Superintendent, Special Projects	\$68,542
DASARO	PATRICIA	Conf Secy to Assist Super, Curriculum & Instruc from 7/1/21-11/21/21	\$60,436
DEANE	MARIE	Executive Secretary to Superintendent from 7/1/21-1/11/22; Secretary to Assistant Principal, High School from 1/12/22-6/30/22	\$72,254
LAGANA	TARA	Confidential Secretary, Special Services	\$59,450
MANNEY	JANIS	Coordinator of Purchasing	\$68,723
MEILEY	NICOLE	Confidential Secretary, Human Resources	\$59,450
PETRETTI	JANICE	Confidential Secretary, Special Services	\$59,450
ZACHAREWICH	THERESA	Confidential Secretary, Business Admin/Bd Secy	\$76,696
JORDEN	BETTY	Courier	\$18.04



**Motion #37**

<b>Motion #37</b>			
<b>Part-time Special Education Monitors</b>			
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>School</u></b>	<b><u>Hours/Days</u></b>
CERBO	MARC	Indian Hill School	4 hrs x 4 days per week
ALLGEIER	JENNIFER	Village School	4 hrs x 4 days per week
BAUMAN	KAY	Satz School	4 hrs x 4 days per week

**Board Agenda 7/27/22 - Motion #38****Non-Tenure Staff - 2022/2023**

<b>Last Name</b>	<b>First Name</b>	<b>Location</b>	<b>Job Title</b>	<b>Hours</b>
KOLAKOWSKI	ANNETTE	Indian Hill	Lunch/Playgrnd Aide	2.75
MALDONADO	NIBIA	Indian Hill	Lunch/Playgrnd Aide	2.75
CALIA	LINDA	Indian Hill	Lunch/Playgrnd Aide	2.75
CAGNONI	NINA	Indian Hill	Lunch/Playgrnd Aide	2.75
MUCCI	ANTONIA	Indian Hill	Lunch/Playgrnd Aide	2.75
DESILVA	KAMENI	Indian Hill	Lunch/Playgrnd Aide	2.75
DEMEO	JENNIFER	Indian Hill	Lunch/Playgrnd Aide	2.75
CARR	EILEEN	Indian Hill	Lunch/Playgrnd Aide	2.75
OLDHAFFER	MICHELE	Indian Hill	Lunch/Playgrnd Aide	2.75
CAVANAGH	JACQUELINE	Indian Hill	Lunch/Playgrnd Aide	2.75
CASTIGLIONE	BARBARA	Village	Lunch/Playgrnd Aide	3.50
DAYBACK	LINDA	Village	Lunch/Playgrnd Aide	3.50
DELVISCOVO	RACHEL	Village	Lunch/Playgrnd Aide	3.50
FOWLER	ELISE	Village	Lunch/Playgrnd Aide	3.50
GRANA	GRACE	Village	Lunch/Playgrnd Aide	3.50
MARINO	MARYANN	Village	Lunch/Playgrnd Aide	3.50
MARTINEZ	MARIAN	Village	Lunch/Playgrnd Aide	3.50
MASOTTI	ROSA	Village	Lunch/Playgrnd Aide	3.50
MCDONNELL	TIMOTHY	Village	Lunch/Playgrnd Aide	3.50
NIEHAUS	SUSANA	Village	Lunch/Playgrnd Aide	3.50
PEREZ	NORMA	Village	Lunch/Playgrnd Aide	3.50
ROCCO	TONI ANN	Village	Lunch/Playgrnd Aide	3.50
ROCHFORD	JESSICA	Village	Lunch/Playgrnd Aide	3.50
SARDO	DINA	Village	Lunch/Playgrnd Aide	3.50
SNELL	JANE	Village	Lunch/Playgrnd Aide	3.50
VIANI	MARYBETH	Village	Lunch/Playgrnd Aide	3.50
HERSH	SUSAN	Satz	Lunch/Playgrnd Aide	2.50
SNYDER	ELAINE	Satz	Lunch/Playgrnd Aide	2.50
FERNAND	LINDA	High School	Lunch/Playgrnd Aide	5.00
DROPPA	ALYSSA	High School	Lunch/Playgrnd Aide	5.00
IPPOLITO	LISA	High School	Lunch/Playgrnd Aide	4.75
PETRIZZO	DOMINICK	Satz	Bus Monitor	1.75
KOLAKOWSKI	ANNETTE	Indian Hill	Bus Monitor	2.00
CALIA	LINDA	Indian Hill	Bus Monitor	1.00
CAGNONI	NINA	Indian Hill	Bus Monitor	1.00
MUCCI	ANTONIA	Indian Hill	Bus Monitor	1.00
DESILVA	KAMENI	Indian Hill	Bus Monitor	2.00
DEMEO	JENNIFER	Indian Hill	Bus Monitor	2.00
MARINO	MARYANN	Village	Bus Monitor	2.00
GRANA	GRACE	Village	Bus Monitor	2.00
ROCCO	TONI ANN	Village	Bus Monitor	2.00
SNYDER	ELAINE	Satz	Bus Monitor	2.00
<b><u>Security Monitor</u></b>				
PAPALIA	FRANK	High School	Security Monitor	

**Motion #41**

**Elementary Summer Screening**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Hourly Rate*</u></b>
Barry	Annemarie	\$75.13
Campbell	Gail	\$73.87
Gliet	Melissa	\$41.56
Scarpitta	Marissa	\$48.07
Smith	Elizabeth	\$70.04
Renfro	Kara	\$65.22
Varga	Dierdre	\$63.59

\*Salary for the 2022/2023 school year to be dependent upon completion of negotiations with HTEA

**BOE 7-27-22 - Motion # 42**

**Step Up Program Staff 2022/2023**

<b>Last</b>	<b>First</b>	<b>Position</b>	<b>Hourly*</b>
Martin	Ceil	Monitor	\$26.31
Begen	Kayla	Teacher	\$48.07
Chang	Kevin	Teacher	\$48.07
Crowley	Chelsea	Teacher	\$49.33
Harding	Jessica	Sub Teacher	\$48.07

*\*Funded by ARP ESSER*



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION

### PARAPROFESSIONAL-SPECIAL EDUCATION

#### **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, preferably children with disabilities.
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:** Director of Special Services or designated administrator

**JOB GOAL:** The paraprofessional assists the teacher in classroom management and organization and/or provides for the individual needs of students identified. In addition, the paraprofessional demonstrates knowledge of and the ability to assist in **supporting** reading, writing, and mathematics as appropriate. The paraprofessional works under the direct supervision of the classroom teacher and the school administrators.

The duties of the paraprofessional may include, but are not limited to the following:

#### **PERFORMANCE RESPONSIBILITIES:**

##### **1. INSTRUCTIONAL SETTING:**

- a. Provides individual and/or group reinforcement of primary instruction as directed by the certified staff member.



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION

### PARAPROFESSIONAL-SPECIAL EDUCATION

- b. Demonstrates appropriate knowledge of Applied Behavioral Analysis, data collection, and prompting techniques when that is the instructional methodology delineated in the Individual Education Plan (IEP).
- c. Implements use of assistive technology devices.
- d. Assists the teacher in identifying specific skills which individual students need to develop.
- e. Implements teacher's methods and goals.
- f. Implements teacher's variations and modifications.
- g. Reinforces teacher's expectations for each child.
- h. Prepares materials for instruction.
- i. Demonstrates flexibility in assisting any student who may have a need at a particular time.

#### **2. STUDENT MANAGEMENT:**

- a. Implements classroom and individual behavior management plans.
- b. Provides any physical and/or instructional support as may be necessary for the student to be successful in the special education and/or regular education settings including, but not limited to toileting, feeding, mobility training and the potential handling of bodily fluids.
- c. Supervises students, as assigned, throughout the course of the school day including, but not limited to bus loading and unloading.
- d. Participates in restraining disruptive or dangerous physical behavior if trained in a model supported by the district.



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION

### PARAPROFESSIONAL-SPECIAL EDUCATION

#### 3. SCHOOL/COMMUNITY RELATIONS:

- a. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner.
- b. Paraprofessional will consult with the classroom teacher prior to communicating with parents and/or if directed to do so by the classroom teacher.
- c. Always conducts oneself in a professional manner.

#### 4. PROFESSIONAL DEVELOPMENT:

- a. Participates in job-related professional development experiences in accordance with district procedures when applicable.
- b. Receives consultative training from CST, therapists, and others when applicable.

#### 5. OTHER RELATED TASKS:

Performs such other tasks and assumes such other responsibilities as the Director of Special Services 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:** March 13, 1996

**REVISED:** July 27, 2022



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS**  
**JOB DESCRIPTION**  
**PARAPROFESSIONAL-SPECIAL**  
**EDUCATION**





**HOLMDEL TOWNSHIP PUBLIC SCHOOLS**  
"A COMMITMENT TO EXCELLENCE"

**Paraprofessional Evaluation Form 2022-2023**

Employee Name:

Position:

Administrator Name

School:

Date:

**A. PERFORMANCE FACTORS:** *Exceeding Expectations, Meeting Expectations, Developing Toward Expectations, Fails to Meet Expectations, Not Applicable.*

1. Ability to work under supervision of the teacher:
2. Helps student with instructional material as assigned by the teacher:
3. Maintains accurate data to measure student progress:
4. Maintains regular attendance/punctuality:
5. Demonstrates initiative/resourcefulness in all settings:
6. Has knowledge of job/skill:
7. Behaves in a professional manner (i.e. no phones, engages with students):
8. Demonstrates respect for students:
9. Participates in the supervision of students:
10. Demonstrates mutual support and cooperation:

**B. Comments:** Relative to the employee's performance.

**Performance Summary:**

**Commendations:**

**Recommendations:**

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Administrator's Signature

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Date

**C. Employee Statement:** Please sign all copies and retain the original for your own records. Your signature indicates that the evaluation was received, and a conference was held. It does not necessarily mean that you concur with the evaluation.

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Employee's Signature

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Date



## Schedule B - 2022/2023

<b>Position</b>	<b>Season</b>	<b>Location</b>	<b>Stipend</b>	<b>Last Name</b>	<b>First Name</b>
Animal Welfare Club	Full Year	W.R. Satz School	\$1,439.00	Peters	Jacqueline
Director of Supplemental Music Group - Chamber Ensemble	Full Year	W.R. Satz School	\$1,439.00	Riso	Christie
Drama Coach	Fall	Indian Hill School	\$3,359.00	Nigro	Christina
Soccer Assistant Coach Girls	Fall	Holmdel High School	\$5,117.00	Mulhern	Kaitlyn
Technical Advisor	Fall	Indian Hill School	\$1,920.00	Sparacino	Caroline
Unified Sports Co-Coach	Full Year	Village School	\$1,200.00	McGuinness	Michaela
Unified Sports Co-Coach	Full Year	Village School	\$1,200.00	Merla	Alicia

Approval of Renewal of Keyport Auto Body Transportation Contracts

Resolved: That the Board of Education approves the renewal of transportation contracts with Keyport Auto Body for the 2022/2023 school year, at the CPI renewal increase of 1.91% for the year as follows (\* indicates cost with aide):

Contractor	Bid Number	Route Name/Number	Per Diem Rate	Destination
Keyport	22-03	Owl	330.19	Village
Keyport	19-02	V02	292.96	Village
Keyport	19-02	IH7	264.11	Indian Hill
Keyport2	19-02	IH9	285.48	Indian Hill
Keyport	20-06	Vid-4	150.71	Village
Keyport	20-06	Vid-5	150.71	Village
Keyport	22-02	Harbor	414.77	Harbor

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

Award of Bids for Public/Non-Public Student Transportation Services – Bid #23-02

On June 28, 2022 at 11:00 a.m., the following bids were received for Public/Non-Public Student Transportation Services Bid #23-02:

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H1/S1/IH1</b>	\$729.00	\$576.00	\$540.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H2/S2/GUITAR</b>	\$729.00	-	\$540.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H3/S3/IH3</b>	\$729.00	-	\$540.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H4/S4/BELL</b>	\$729.00	\$561.00	\$540.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H5/S5/IH5</b>	\$729.00	-	\$540.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H13/S13/IH13</b>	\$749.00	\$561.00	-

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H25/S25/BUTTERFLY</b>	\$749.00	\$561.00	-

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H6/IH6</b>	\$749.00	-	\$360.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H7/IH7</b>	\$749.00	-	\$360.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H8/IH8</b>	\$749.00	-	\$360.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H9/IH9</b>	\$749.00	-	\$360.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>S14/KITTEN</b>	\$749.00	\$495.00	-

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H18/FLOWER</b>	\$749.00	\$449.00	-

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>SJV/ST.BENS2 / BALLOON</b>	\$749.00	\$463.00	\$360.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>BEAR</b>	-	-	\$175.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>WATERMELON</b>	\$329.00	-	-

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>IH26</b>	-	\$363.00	-

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>LATE BUS A</b>	\$168.00	-	\$175.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>LATE BUS B</b>	\$190.00	-	\$175.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>LATE BUS C</b>	\$329.00	-	\$175.00

	<b>JAY'S</b>	<b>KEYPORT</b>	<b>HELFRICH</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>LATE BUS D</b>	\$329.00	-	\$175.00

Resolved: That the Board pursuant to requirements of N.J.S.A. 18A:39-3 et seq. award Public/Non-Public Student Transportation Services – Bid #23-02 to the following vendors:

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>H1/S1/IH1</b>	\$540.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>H2/S2/GUITAR</b>	\$540.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>H3/S3/IH3</b>	\$540.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>H4/S4/BELL</b>	\$540.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>H5/S5/IH5</b>	\$540.00

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>H13/S13/IH13</b>	\$561.00

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>H25/S25/BUTTERFLY</b>	\$561.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>H6/IH6</b>	\$360.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>H7/IH7</b>	\$360.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>H8/IH8</b>	\$360.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>H9/IH9</b>	\$360.00

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>S14/KITTEN</b>	\$495.00

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>H18/FLOWER</b>	\$449.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>SJV/ST.BENS2 / BALLOON</b>	\$360.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>BEAR</b>	\$175.00

	<b>JAY'S</b>
	<b>Bid Amount</b>
<b>WATERMELON</b>	\$329.00

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>IH26</b>	\$363.00

	<b>JAY'S</b>
	<b>Bid Amount</b>
<b>LATE BUS A</b>	\$168.00



	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>LATE BUS B</b>	\$175.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>LATE BUS C</b>	\$175.00

	<b>HELFRICH</b>
	<b>Bid Amount</b>
<b>LATE BUS D</b>	\$175.00

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

VOTE: \_\_\_\_\_

Award of Bids for Special Education Student Transportation Services – Bid #23-03

On June 28, 2022 at 1:00 p.m., the following bids were received for Special Education Student Transportation Services Bid #23-03:

	<b>KEYPORT</b>	<b>EMMANUEL</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>HSWC2 AM/PM</b>	\$274.00	\$349.00
<b>Aide</b>	\$70.00	\$100.00
<b>Total</b>	<b>\$344.00</b>	<b>\$449.00</b>

	<b>KEYPORT</b>	<b>EMMANUEL</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>HSWC1*/SWC*/IHWC*</b>	\$450.00	\$689.00
<b>Aide</b>	\$70.00	\$110.00
<b>Total</b>	<b>\$520.00</b>	<b>\$799.00</b>

	<b>KEYPORT</b>	<b>EMMANUEL</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>SLE-1*</b>	\$224.00	\$289.00
<b>Aide</b>	(if needed) \$70.00	N/A
<b>Total</b>	<b>\$224.00</b>	<b>\$289.00</b>

	<b>KEYPORT</b>	<b>EMMANUEL</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>SLE-2*</b>	\$224.00	\$289.00
<b>Aide</b>	(if needed) \$70.00	N/A
<b>Total</b>	<b>\$224.00</b>	<b>\$289.00</b>

	<b>KEYPORT</b>	<b>EMMANUEL</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>HORNET* AM/PM</b>	\$274.00	\$389.00
<b>Aide</b>	\$70.00	\$100.00
<b>Total</b>	<b>\$344.00</b>	<b>\$489.00</b>

	<b>KEYPORT</b>	<b>EMMANUEL</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>TURTLE* AM/PM</b>	\$274.00	\$389.00
<b>Aide</b>	\$70.00	\$100.00
<b>Total</b>	<b>\$344.00</b>	<b>\$489.00</b>

	<b>KEYPORT</b>	<b>EMMANUEL</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>DUCK* AM/PM</b>	\$274.00	\$389.00
<b>Aide</b>	\$70.00	\$100.00
<b>Total</b>	<b>\$344.00</b>	<b>\$489.00</b>

	<b>KEYPORT</b>	<b>EMMANUEL</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>MONKEY* AM/PM</b>	\$274.00	\$389.00
<b>Aide</b>	\$70.00	\$100.00
<b>Total</b>	<b>\$344.00</b>	<b>\$489.00</b>

Resolved: That the Board pursuant to requirements of N.J.S.A. 18A:39-3 et seq. award Special Education Student Transportation Services – Bid #23-03 to the following vendors:

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>HSWC2 AM/PM</b>	\$274.00
<b>Aide</b>	\$70.00
<b>Total</b>	<b>\$344.00</b>

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>HSWC1*/SWC*/IHWC*</b>	\$450.00
<b>Aide</b>	\$70.00
<b>Total</b>	<b>\$520.00</b>

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>SLE-1*</b>	\$224.00
<b>Aide</b>	(if needed) \$70.00
<b>Total</b>	<b>\$224.00</b>

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>SLE-2*</b>	\$224.00
<b>Aide</b>	(if needed) \$70.00
<b>Total</b>	<b>\$224.00</b>

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>HORNET* AM/PM</b>	\$274.00
<b>Aide</b>	\$70.00
<b>Total</b>	<b>\$344.00</b>

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>TURTLE* AM/PM</b>	\$274.00
<b>Aide</b>	\$70.00
<b>Total</b>	<b>\$344.00</b>

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>DUCK* AM/PM</b>	\$274.00
<b>Aide</b>	\$70.00
<b>Total</b>	<b>\$344.00</b>

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>MONKEY* AM/PM</b>	\$274.00
<b>Aide</b>	\$70.00
<b>Total</b>	<b>\$344.00</b>

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

Award of Bids for Public/Non-Public Student Transportation Services – Bid #23-02R

On July 26, 2022 at 11:00 a.m. the following bids were received for Public/Non-Public Student Transportation Services Bid #23-02R:

	<b>JAY'S</b>	<b>EMMANUEL</b>	<b>KEYPORT</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>IH17</b>	No Bid	\$589.00	\$324.00

	<b>JAY'S</b>	<b>EMMANUEL</b>	<b>KEYPORT</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>IH21</b>	No Bid	\$589.00	\$345.00

	<b>JAY'S</b>	<b>EMMANUEL</b>	<b>KEYPORT</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>H10/GIRAFFE</b>	\$774.00	\$849.00	\$439.00

	<b>JAY'S</b>	<b>EMMANUEL</b>	<b>KEYPORT</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>STJVST.BENS1/IH22</b>	\$774.00	\$735.00	\$485.00

	<b>JAY'S</b>	<b>EMMANUEL</b>	<b>KEYPORT</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>RBC/ST.LEO/WAGON</b>	\$774.00	\$849.00	\$522.00

Resolved: That the Board pursuant to requirements of N.J.S.A. 18A:39-3 et seq. award Public/Non-Public Student Transportation Services – Bid #23-02R to the following vendors:

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>IH17</b>	\$324.00

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>IH21</b>	\$345.00

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>H10/GIRAFFE</b>	\$439.00

	<b>KEYPORT</b>
	<b>Bid Amount</b>
<b>STJVST.BENS1/IH22</b>	\$485.00

<b>KEYPORT</b>	
<b>Bid Amount</b>	
<b>RBC/ST.LEO/WAGON</b>	\$522.00

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

VOTE: \_\_\_\_\_