



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA
REGULAR BUSINESS MEETING
HOLMDEL HIGH SCHOOL
AUGUST 31, 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, August 31, 2022 remotely and at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:00 p.m. by Mrs. Urbanski, Board President.

B. Opening Statement

Statement is hereby made that adequate notice of this meeting was given by:

- Posting written notice prominently on the bulletin board in the Office of the Board of Education, 65 McCampbell Road, Holmdel, New Jersey, the District's website and sent to the four district schools.
- The mailing and/or hand delivery of said notice to the designated newspapers, Asbury Park Press, Independent, the PLG, PSG, PSA, PTSO, SAB presidents and student representatives to the Board.
- Filing with the Clerk of Holmdel Township, Police Headquarters and Public Library.

C. Open Public Meetings Act

Meetings of the Board are open to the public and all members of the community should feel free to participate:

- There are two opportunities for the public to speak; the first is at the beginning of the meeting for agenda items only and the second is at the end of the meeting for other items.
- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- There are certain matters that may be brought before the board that cannot be immediately addressed in public. Such matters may be referred by the president to a board committee and/or to the Superintendent for consideration and/or resolution.
- The board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

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D. Roll Call/Flag Salute

The following Board members were present: Mesdames: Urbanski, Zhang, Briamonte, Collur and Tuccillo. Messrs: Hammer, Reddy, Sockol and Wall. Also present, Dr. J. Scott Cascone, Superintendent of Schools, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Paul Green, Board Attorney. Student Representatives to the Board, Ms. Trinity Han and Ms. Anugna Parvateneni were also present.

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

- Health Education Update – Dr. Jessica Irwin / Dr. J. Scott Cascone

F. Report of the Student Representatives to the Board

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

MOTION: Show of Hands to Accept – All Approved

G. Report of the Superintendent

- Welcome and Introduction of New Staff

Just a few words before we get to the noted item of welcoming our new staff. It's an exciting day and it has been a great week as we welcomed our new staff for their orientation. Obviously, tomorrow is an important day as well as we welcome all of our staff back for the first time. It's exciting for me as my first full year in the district. We'll engage in some professional learning on Friday and then we'll have our Labor Day weekend and then the most important part in welcoming our students; it's why we're all here.

I love this time of year as the campuses start to come back alive. As I was pulling up to the High School today, I saw the athletics. On the superficial level, of course, it's gratifying to see because I know that kids are engaging in activities that they enjoy. Obviously, it's great for them but below that surface, as the Superintendent, looking at things from an operational standpoint, I see a lot more. I see all of the things and folks who contributed to make that happen. Whether it's the maintenance of the fields, whether it's the coaches out there working, whether it's the parents who submitted medical paperwork in a timely fashion and staff who are reviewing those. I think sometimes when we see these things happen year after year, we, sort of, take them for granted and all of the effort and the cooperation that goes into making these things happen. Whether it's athletics or the arts or the things that happen in the classroom and they happen really, really well and efficiently here and I think it speaks, collectively, just to the quality of this community; our parents, our students, our staff, Administration and, of course, the Board that oversees it all.

I would be remiss if I did not just issue a few heartfelt shout-outs, if you will, to really all of the staff members and all of the work that happened over the course of this summer. I also never cease to be amazed, after several decades in the profession, of how busy the summers have become. That has really changed from when I started in the profession. We do so much more and accomplish so much more over the summer and I think that's a function of the fact that, as a public education system, the level of accountability to which we hold ourselves, our goals, our aspirations for our system and for our kids, have gone up. As such, we've come to realize that the summers are really critical times for us to get things done. Right? So, whether that's being our fifth consecutive

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summer of doing referendum projects, though the line share of that referendum was completed last year, due to outstanding fiscal management of that project, the Board was able to fund some additional projects that were aligned with the initial question (new turf field, flooring in the high school and many more). I would ask you to join me in really thanking all the members of our Buildings and Grounds Department, our Grounds Department for doing an outstanding job and give them a round of applause.

To our Technology Department – with the amount that we accomplish from a technological standpoint, of course, our district, our operations have become increasingly dependent upon technology and what this relatively small conjure of very talented individuals accomplished over the summer and on a daily basis is truly phenomenal. Technology appreciation day is the day that one of those few days that technology isn't working but most days it does and it works very seamlessly. They turn around a tremendous amount of work over the summer and so I would just ask that you join me in giving thanks to the Technology Department. They really love attention and the spotlight, by the way.

To all of the Staff members – I would just like to ask any staff members who worked over the summer either in ESY, Summer Step-Up or Curriculum Writing, to please just stand up. Anyone who was part of ESY, Summer Step-Up or Curriculum writing... Thank you! I think we've also come to realize how critical the summer is to continue the learning process whether that's for acceleration or recouping learning opportunities. Having an opportunity to tour their programs this summer, they were terrific. The leadership, the staff and last but not least, the students, were wonderful and really accomplished quite a bit so thank you to all of you who were in over the summer putting in the good work.

We had a great summer of collaboration. In my entry plan and some of the things that I talked about upon commencing my service here was the importance of inclusivity and collaboration in our planning and our decision-making. I think we really lived up to that this summer, whether it was gathering feedback from our community through a community survey or some town halls at the end of the year, a Board Retreat, Administrative Team Retreats and Staff Focus Groups and thank you to the staff members who voluntarily participated. They really helped developing of district goals and Board Goals and you'll notice that, on tonight's agenda, the Board will approve both the District Goals for the upcoming school year and Board Goals. This will be the first time that we've adopted District Goals since the 2019-2020 school year. You'll notice on those District Goals, in particular the last of those District Goals, was this idea of strategically connecting our District Goals to our Building Goals to our Classroom Goals. One of the things that I've talked about here is, I think we have outstanding individual practice in the classrooms, but what has, perhaps, slipped a bit with some inconsistency in the Central Office leadership has been the systems that oversee and govern those things. So it's really an effort this year to strategically connect the things we're doing at the district, building and classroom level and I'd just like to thank all of those individuals who came in a participated in that process.

Tomorrow, we will welcome the staff and I intend to focus on what I'm calling the three R's. It's not 'reading, 'riting and 'rithmetic, though, of course we will focus on those as well as we always do. You're going to have a little sneak preview folks - it's rejuvenation, reflection and relationships, which contribute to results and I'm encouraging, in my letter which I'll send home to the community, for all of us to really focus on those things. By rejuvenating, by taking time to focus on our mental and our physical well-being, leads us to a greater degree of reflection about ourselves, which ultimately enables us to engage and to have more constructive and positive

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relationships with others. Whether that's at home or that's in the workplace, contributes to a greater degree of, not only effectiveness and efficiency, but overall satisfaction with the work, which, will in turn, lead to a greater degree of results. The goals are the key focuses and key core values that we are going to be establishing this year amongst ourselves as a professional community, in our classroom with our students and obviously our parents and guardians as critical partners in our process to join with us in that.

So, with that, tonight is a very special evening. We have our new staff here and thank you for joining us, I know it's been a long three days, but tonight is a night of initiation for our new faculty. It's been a road that has lead you here tonight. It's a road that started when you saw the ad in the paper and you said "I want to be a part of the Holmdel professional community". You put the effort into your application, you went through multiple rounds of interviews, demonstration lessons, and now more recently, you successfully made it through three days of new teacher orientation. Tomorrow, you will join with your colleagues and be officially a part of this community. So, this is a great occasion on which the Board of Education and the community welcome you, officially, to our community. I've asked the building principals to come up to the podium to call each of the staff members by name. We heard that the teachers wanted to come up and stand on the dais. We heard that that was your request so we're happy to oblige. All kidding aside, we will ask you to come up and stand on the, I'm sorry – not the dais, the risers. So with that, I would call up first, Mr. Howard to welcome the Village School Teachers.

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

MOTION: Show of Hands to Accept – All Approved

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

I. Committee Report(s)

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

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

Mr. Wall mentioned there was discussion about Toxic Shock Syndrome and Rainbow Fentanyl as part of the Community Relations meeting. Dr. Cascone indicated that he and Dr. Irwin will be adding these two very important topics to the district's health curriculum.

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

K. Action Items

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• **Approval of Minutes:**

1. Approval of Minutes – Board Retreat Meeting – July 16, 2022

Resolved: That the Board approve the minutes of the following meeting: Board Retreat Meeting – July 16, 2022.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

2. Approval of Minutes – Closed Executive Session Meeting – July 27, 2022

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session Meeting – July 27, 2022.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 8-0-1
Abstain: Mrs. Briamonte

3. Approval of Minutes – Regular Business Meeting – July 27, 2022

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – July 27, 2022.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 8-0-1
Abstain: Mrs. Briamonte

• **Policy:**

4. Approval of Policies (First Reading)

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

P 0163 Quorum
P 1511 Board of Education Website Accessibility

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

• **Superintendent’s Recommendations**

5. 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. Hammer VOTE: 9-0

6. Approval of Curriculum Writers

Resolved: That the Board approve the revised curriculum writing projects for the 2022/2023

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school year, as follows:

| Course | Length | New/Revised | Writer |
|------------|--------|-------------|---|
| Math 8 | FY | R | Katie Saler* |
| Math 8 Lab | FY | N | Danielle Lazarchick & Daren Saler <i>*Replaced Kayla Begen</i> |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

7. Approval of Staff Members to Present

Resolved: That the Board approve the following staff members to provide training for the 2022/2023 school year, at the rate of \$75.00 per hour:

| | |
|-----------------|----------------------|
| Megan Stauffer | Genesis Training |
| Steve Tetreault | PowerSchool Training |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

8. Approval of Student Internships and Locations for the School Year 2022/2023

Resolved: That the Board approve student internships and locations for the 2022/2023 school year, as per attachment:

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

9. Approval of Standardized Testing Schedule for the 2022/2023 School Year

Resolved: That the Board approve the Standardized Testing Schedule in compliance with the Statewide Assessment and District Assessment Schedule for the 2022/2023 School Year, as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

10. Approval of Student Teachers/Clinical Practices/Observations/Field Experiences

Resolved: That the Board approve the following Student Teachers/Clinical Practices/Observations/Field Experiences for the 2022/2023 school year:

| Student Name | College/University | Type of Placement | Teacher | School | Date/Hours/Weeks Needed |
|------------------|--------------------|-------------------|---------------|--------|---|
| Danielle Sainato | Kean University | OT | Katheryn Wall | HS | 9/21/2022 - 12/07/2022 (no fieldwork 10/5/22) 1x/week on Wednesdays for 10 total weeks |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

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

Resolved: That the Board approve the 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. Hammer VOTE: 9-0

12. Approval of Student Codes of Conduct

Resolved: That the Board approve the Student Codes of Conduct for Village School, Indian Hill School, W.R. Satz, School and Holmdel High School, as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

13. Approval of School Parental Involvement Policies and Parent-Teacher-Student Compacts

Resolved: That the Board approve the Title I mandated School Parental Involvement Policies and Parent-Teacher-Student Compacts for Village School, Indian Hill School, W.R. Satz School and Holmdel High School for the 2022/2023 school year, as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

14. Approval of Participation Agreement with Monmouth County Middle and High School Arts Program

Resolved: That the Board approve the 2022/2023 Participation Agreement with Monmouth County Arts Middle and High School Arts Program, as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

15. Acceptance of Non-Monetary Donation from the W.R. Satz School Parent Support Group (PSG)

Resolved: That the Board accept, with gratitude, a non-monetary donation, from the PSG value not to exceed \$3,050.00 as per attachment.

MOTION: Mr. Hammer SECOND: Mr. Reddy VOTE: 9-0

16. Acceptance of Monetary Donation from the Holmdel Creative Arts Association (HCAA)

Resolved: That the Board accept, with gratitude, a monetary donation from the Holmdel Creative Arts Association, in the amount of \$500.00. This gift is to be used to establish the Dance National Honor Society at Holmdel High School (\$185) and the remainder (\$315) will be put towards a Dance National Honor Society sponsored trip to Pittsburgh, Pennsylvania in the spring.

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MOTION: Mr. Reddy SECOND: Mr. Wall VOTE: 9-0

17. Approval of Curriculum Revisions and New Courses

Resolved: That the Board approve the curriculum revisions and new courses for the 2022/2023 school year as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

18. Approval of Board Goals for the 2022/2023 School Year

Resolved: That the board approve the Board Goals for the 2022/2023 school year as per attachment;

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

19. Approval of District Goals for the 2022/2023 School Year

Resolved: That the board approve the District Goals for the 2022/2023 school year as per attachment;

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

20. Approval of Community Based Instruction (CBI) and Structured Learning Experience (SLE) Locations for the 2022/2023 School Year

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. Hammer VOTE: 9-0

21. Approval of the Paraprofessionals “In-Service” training for Professional Development Day for the 2022/2023 School Year

Resolved: That the Board approve the attendance of the Paraprofessionals for the Professional Development Day “In Service Training” 2022/2023:

| Name | Professional Development Workshop | Date | Time |
|--|--------------------------------------|--------|--|
| Village School: Paraprofessional Training | Paraprofessional In-Service Training | 9/1/22 | (10:00-11:00 AM) not to exceed 1 hour |
| Indian Hill School, W.R. Satz School, HHS: Paraprofessional Training | Paraprofessional In-Service Training | 9/1/22 | (8:30-9:30 AM) not to exceed 1 hour |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

22. Approval of Student Placements

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Resolved: That the Board approve the placement of the following students at the facility listed for the 2022/2023 school year as follows:

| SID | Placement | Classification | Start Date | Cost |
|------------|-------------------------------|----------------|------------|--------------|
| 8259231407 | Rumson-Fair Haven High School | Aut | 9/6/2022 | \$64,458.00 |
| 6872373956 | Cambridge School | OHI | 9/7/2022 | \$25,245.00* |

**Related Services cost billed separately from tuition*

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

23. Approval of Outside Professional Development Trainers for the 2022/2023 School Year

Resolved: That the Board approve the outside professional development trainers for the 2022/2023 school year, as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

24. Approval of Professional Development Training, Fall, School Year 2022/2023

Resolved: That the Board approve for professional development 2022/2023 school year, as follows:

| Name: | Professional Development Workshop | Amount |
|-----------------|--|--------|
| Learning Ally | Fall Professional Development Training | Free |
| VIZZLE Training | Teachers working in Self Contained Program | Free |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

25. Approval of Rutgers University Behavioral Health Care for the 2022/2023 School Year

Resolved: That the Board approve Rutgers University Behavioral Health Care's Child and Adolescent Inpatient Services (CAIS) to provide instruction at the following rates for the 2022/2023 school year as listed below:

| Bedside Instruction | |
|---|--|
| Rutgers University Behavioral Health Care Piscataway, NJ | \$70.00/Hour Medical Bedside Instruction |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

26. Approval of Accurate Language Services for the 2022/2023 School Year

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Resolved: That the Board approve Accurate Language Services to provide translation and interpretation services for the 2022/2023 school year as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

27. Approval of Extended School Year (ESY) Tuition Contract between Edison Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve Edison student (SID #6703073906) to attend Holmdel Township School District 2022 Extended School Year (ESY) program at a tuition rate of \$8,270.00 inclusive of all therapies. Transportation to be provided by the Edison Board of Education.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

28. Approval of 2022/2023 Tuition Contract between Edison Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve Edison student (SID #6703073906) to attend Holmdel Township School District 2022/2023 school year program at a tuition rate of \$114,766.00 inclusive of all therapies. Transportation to be provided by the Edison Board of Education.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

29. Approval of 2022/2023 Tuition Contract between South Amboy Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve South Amboy student (SID #4610063134) to attend Holmdel Township School District 2022/2023 school year program at a tuition rate of \$26,860.00 inclusive of all therapies. Transportation to be provided by the Edison Board of Education.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

30. Approval of 2022/2023 Tuition Contract between Matawan Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve Matawan student (SID #7278508619) to attend Holmdel Township School District 2022/2023 school year program at a tuition rate of \$51,943.00 inclusive of all therapies. Transportation to be provided by the Edison Board of Education.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

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

Resolved: That the Board accept the resignation of Stephanie Fisher, Special Education Teacher, Indian Hill School, effective August 31, 2022.

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MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

32. Acceptance of Resignation, Paraprofessional, Village School

Resolved: That the Board accept the resignation of Lisa Lamar, Paraprofessional, Village School, effective August 31, 2022.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

33. Acceptance of Resignation, Lunchroom/Playground Aide, Holmdel High School

Resolved: That the Board accept the resignation of Lisa Ippolito, Lunchroom/Playground Aide, Holmdel High School, effective August 31, 2022.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

34. Approval of Leaves of Absence

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

| Last Name | First Name | Leave Dates* |
|-----------|------------|-------------------|
| Andersen | Lauren | 10/19/22-4/26/23 |
| Pagan | Allison | 10/18/22-12/18/22 |

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

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

35. Approval of Appointment, Special Education Teacher, Indian Hill School

Resolved: That the Board approve the appointment of Stephanie Quackenbush, Special Education Teacher, Indian Hill School, at a salary of step 4-6BA+15 (6), \$60,000.00, effective September 22, 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. [Resignation]

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

36. Approval of Appointment, Music Teacher, Village and Indian Hill School

Resolved: That the Board approve the appointment of MaryAnn Castelli, Music Teacher, Village and Indian Hill School, at a salary of step 4-6BA+15(6), \$60,000.00, prorated, 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. [Resignation]

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

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

Resolved: That the Board approve the appointment of Nicole DeGennaro, Special Education Teacher, Village School, at a salary of step 14MA, \$78,450.00, 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. [Resignation]

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

38. Approval of Appointment, Temporary Leave Replacement, Special Education Teacher, Indian Hill School

Resolved: That the Board approve the appointment of Stefanie Moriarty, Temporary Leave Replacement, Special Education Teacher, Indian Hill School, at a salary of step 1MA, \$63,900.00, prorated, effective September 1, 2022 through January 10, 2023, 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. Hammer VOTE: 9-0

39. Approval of Appointment, Temporary Leave Replacement, Special Education Teacher, Holmdel High School

Resolved: That the Board approve the appointment of Andrew Portaro, Temporary Leave Replacement, Special Education Teacher, Holmdel High School, at a salary of step 1BA, \$55,100.00, prorated, effective September 1, 2022 through January 31, 2023, 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. Hammer VOTE: 9-0

40. Approval of Part-Time Confidential Secretary, Central Office

Resolved: That the Board approve the appointment of Elizabeth Whitmore, Part-Time Confidential Secretary, Central Office, at a rate of \$25 per hour, effective on or before October 3, 2022 through June 30, 2023, pending criminal history review.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 8-1
Nay: Mrs. Briamonte

41. Approval of Part-Time Paraprofessionals

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

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

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42. Approval of Appointment of Lunchroom/Playground Aide, Holmdel High School

Resolved: That the Board approve the appointment of Linda Hampel, Lunchroom/Playground Aide, Holmdel High School, step 1, at a salary of \$19.02 per hour for 5 hours per day, 5 days a week, 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. [Resignation]

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

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

Resolved: That the Board approve the appointment of Lisa Cupo, Lunchroom/Playground Aide, W.R. Satz School, step 1, at a salary of \$19.02 per hour for 2.5 hours per day, 5 days a week, 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. [Retirement]

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

44. Approval of Appointment of Hourly Personnel – Childcare Instructors, Enterprise Program

Resolved: That the Board approve the appointment of Childcare Instructors, funded by the Childcare Enterprise Program, as follows:

| Last Name | First Name | Rate | Hours |
|-----------|------------|---------|----------------------|
| Kline | Denise | \$32.80 | 6.75 x 5 days a week |
| Umbrino | Lori | \$32.80 | 6.75 x 5 days a week |
| Petrizzo | Dominick | \$32.00 | 6.75 x 5 days a week |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

45. Approval of Appointment of Hourly Personnel – Childcare Aides, Enterprise Program

Resolved: That the Board approve the appointment of Childcare Aides, funded by the Childcare Enterprise Program as follows:

| Last Name | First Name | Rate | Hours |
|-----------|------------|---------|----------------------------|
| Kowaleski | Lisa | \$25.00 | 5.75 hours x 5 days a week |
| Rizzo | Karen | \$25.00 | 5.75 hours x 5 days a week |
| Lamar | Lisa | \$25.00 | 5.75 hours x 5 days a week |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

46. Approval to Amend Hours, Paraprofessionals

Resolved: That the Board approve to amend the hours of the Paraprofessionals as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

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47. Approval of Changes in Location/Assignments

Resolved: That the Board approve changes in Location/Assignment, effective September 1, 2022 as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

48. Approval of the Anti-Bullying Coordinator, District, for the 2022/2023 School Year

Resolved: That the Board approve Arthur Howard, Anti-Bullying Coordinator, District, for the 2022/2023 School Year.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

49. Approval of Extra Level of Staffing

Resolved: That the Board approve staff members for an extra level of staffing for the 2022/2023 school year, as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

50. Approval of Appointment, Staff Technology Support, Indian Hill School

Resolved: That the Board approve the appointment for Staff Technology Support for Start Strong Testing, Indian Hill School 2022/2023, not to exceed 10 hours as follows:

| Last Name | First Name | Rate* |
|-----------|------------|---------|
| Welter | Michael | \$46.00 |

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

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

51. Approval of Mentor Appointments, 2022/2023 School Year

Resolved: That the Board approve the following teachers as a Mentor of a Provisional Staff Member at the State recommended rate shown on the attachment, for the 2022/2023 School Year, (mentor fees paid by provisional teacher and prorated, if necessary).

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

52. Approval of Evaluation Tools for 2022/2023 School Year

Resolved: That the Board approve the evaluation tools for the 2022/2023 school year as on file in the Human Resources Department.

- a) Teachers
- b) Principals
- c) Supervisors

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- d) Administrators and non-Affiliated Staff
- e) Office Service Personnel

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

53. Approval of Job Descriptions

Resolved: That the Board approve the following job descriptions as per attachment:

- a) Peaceful School Bus Ambassador, Enterprise Program
- b) Part-Time Music Teacher, Enterprise Program
- c) Administrative Assistant for Academics and Operations

Roll Call Vote for Items a & b:

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

Roll Call Vote for Item c:

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 8-1
NAY: Mrs. Briamonte

54. Approval to Rescind Schedule B Appointment, Holmdel High School

Resolved: That the Board rescind the following appointments at Holmdel High School for the fall season of 2022-2023 school year.

| Last Name | First Name | Position |
|------------|------------|-------------------------------|
| Kalajian | Sophia | JV Girls Tennis Coach |
| Bienkowski | Sean | Cross Country Assistant Coach |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

55. Approval of Schedule B Appointments

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

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

56. Approval of Volunteers, 2022/2023 School Year

Resolved: That the Board approve the following Schedule B Volunteer appointments for the 2022/2023, pending criminal history review school year as follows:

| Last Name | First Name | Position |
|-----------|------------|--|
| Hinds | Eric | Volunteer Assistant Girls Soccer Coach |
| Polivka | John | Volunteer Assistant Football Coach |

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| | | |
|----------|--------|--|
| Leo | Steven | Volunteer Assistant Football Coach |
| Nelson | Steven | Volunteer Assistant Football Coach |
| Kalajian | Sophia | Volunteer Assistant Girls Tennis Coach |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

57. Approval of Appointment, Day-to-Day Substitutes, 2022/2023 School Year

Resolved: That the Board approve the appointment of day-to-day substitutes, as per attachment.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

58. Approval of Staff Summer hours

Resolved: That the board approve teachers to assist in developing master schedules for students in the “Achieve” intervention program not to exceed 5 hours as follows;

| Teacher | Subject | Non-pupil contact rate |
|------------------|---------------|------------------------|
| Lauren Andersen | Math | \$46.00 |
| Melissa Caliendo | Language Arts | \$46.00 |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

• **Business Administrator’s Recommendations**

59. Acceptance/Approval of Initial 2022/2023 Chapter 192/193 Funding

Resolved: That the Board accept/approve initial funding under the provision of Chapter 192/193 (2022/2023) as follows and on file in the Business Office:

Chapter 192/193 Services
Initial 2022/2023 Entitlement (8/8/2022) \$237,608.00

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

60. Approval of 2022/2023 Renewal Transportation Contracts

Resolved: That the Board of Education approves the renewal of the following transportation contracts 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 Number | Per Diem Rate | Destination |
|------------|------------|--------------|---------------|-------------|
| Keyport | 22-01 | Book | 323.05 | Village |
| Keyport | 17-01 | BTHS-1 | 200.31 | Bio Tech |

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| | | | | |
|--------------------------------------|-------|-----------|-----------|-----------------|
| Keyport | 17-01 | BTHS-2 | 211.19 | Bio Tech |
| Keyport | 20-06 | SLE1* | 184.44 | HHS |
| Keyport | 20-06 | SLE2* | 149.65 | HHS |
| R. Helfrich & Son | 10-02 | Athletics | \$75/hour | Within 75 miles |
| Michael A. Loori & Son Bus Co., Inc. | 20-01 | ESY-4* | 323.56 | Village |
| Michael A. Loori & Son Bus Co., Inc. | 20-01 | ESY-5* | 323.56 | Village |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

61. Rejection of Bids for Public/Non-Public Student Transportation Services Bid #23-02R and Award of Negotiated Contracts

Whereas, on July 16, 2022, the Holmdel Board of Education rejected bids received for pupil transportation routes H10/GIRAFFE, H11/SNAKE, S20/IH20, S23ZEBRA, SJV/ST.BENS1/IH22, H12/S12/BASEBALL, H19/S19 PINEAPPLE, H24/S24/IH24, and RBC/ST. LEO/WAGON on the basis that they exceeded cost estimates for the routes, and authorized rebidding of the routes; and

Whereas, in addition to rebidding the above routes, the District re-bid routes FLAG, SUN, IH17, IH21 and IH27, for which it had previously received no responses to its advertisement for bids; and

Whereas, the second round of bids for the above routes were received on July 26, 2022, as a result of which the Board awarded contracts on July 27, 2022 for routes IH17, IH21, H10/GIRAFFE, SJV/ST.BENS1/IH22, and RBC/ST. LEO/WAGON; and

Whereas, the Board determines, on the recommendation of its Superintendent and School Business Administrator, that the bids received on July 26, 2022 for routes FLAG, SUN, IH27, H11/SNAKE, S20/IH20, S23ZEBRA, H12/S12/BASEBALL, H19/S19 PINEAPPLE, and H24/S24/IH24 continue to be too high based on cost estimates prepared by the District; and

Now, therefore, be it

Resolved, that the Board of Education hereby rejects all bids received on July 26, 2022 for transportation routes FLAG, SUN, IH27, H11/SNAKE, S20/IH20, S23ZEBRA, H12/S12/BASEBALL, H19/S19 PINEAPPLE, and H24/S24/IH24, on the basis that they exceed cost estimates for these routes; and be it

Further resolved, that the Board hereby awards negotiated pupil transportation contracts pursuant to N.J.A.C. 6A:27-9.11 and N.J.S.A. 18A:18A-5c. as follows:

| | |
|------------------|-----------------------------------|
| | JAY'S |
| | Negotiated Per Diem Amount |
| H11/SNAKE | \$700.00 |

| | |
|-----------------|-----------------------------------|
| | JAY'S |
| | Negotiated Per Diem Amount |
| S20/IH20 | \$700.00 |

| | |
|--|--------------|
| | JAY'S |
|--|--------------|

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| | |
|------------------|-----------------------------------|
| | Negotiated Per Diem Amount |
| S23/ZEBRA | \$700.00 |

| | |
|-------------------------|-----------------------------------|
| | JAY'S |
| | Negotiated Per Diem Amount |
| H12/S12/BASEBALL | \$700.00 |

| | |
|--------------------------|-----------------------------------|
| | JAY'S |
| | Negotiated Per Diem Amount |
| H19/S19/PINEAPPLE | \$700.00 |

| | |
|---------------------|-----------------------------------|
| | JAY'S |
| | Negotiated Per Diem Amount |
| H24/S24/IH24 | \$700.00 |

| | |
|-------------|-----------------------------------|
| | KEYPORT |
| | Negotiated Per Diem Amount |
| IH27 | \$390.00 |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

62. Award of Quoted Transportation Contracts

Resolved, that the Holmdel Board of Education awards the following quoted contracts, on a short-term basis, for unanticipated pupil transportation services pursuant to N.J.A.C. 6A:27-9.12, not to exceed the bid threshold, and directs that these routes be advertised for competitive bidding, through Monmouth-Ocean Educational Services Commission, forthwith:

| | |
|------------------------|------------------------------|
| | VENDOR: KEYPORT |
| | Per Diem Quote Amount |
| ROUTE: ALLIED-2 | \$330.00 |

| | |
|----------------------|------------------------------|
| | VENDOR: KEYPORT |
| | Per Diem Quote Amount |
| ROUTE: MAST-2 | \$350.00 |

| | |
|----------------------|------------------------------|
| | VENDOR: KEYPORT |
| | Per Diem Quote Amount |
| ROUTE: HTHS-1 | \$330.00 |

| | |
|----------------------|------------------------------|
| | VENDOR: KEYPORT |
| | Per Diem Quote Amount |
| ROUTE: HTHS-2 | \$330.00 |

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

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63. Approval of Monthly Certification – June 30, 2022

Resolved: That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of June 30, 2022 after review of the Secretary’s Monthly Financial Report (appropriations section) and, upon consultation with the appropriate district officials, that, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 (b); that no line item account has encumbrance and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.6A:23.11 (1), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

64. Approval of Business Administrator/Board Secretary’s Financial Report – June 30, 2022

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending June 30, 2022 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

65. Approval of Treasurer’s Financial Report – June 30, 2022

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending June 30, 2022 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report approved is in agreement with the report of the Business Administrator/Board Secretary.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

66. Approval of Budget Transfers – 2021/2022

Resolved: That the Board approve the 2021/2022 Budget Transfers as listed on attachment T-22-03.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

67. Approval of Bills Payment – August 31, 2022

Resolved: That the Board approve payment of the August 31, 2022 regular bills list in the amount of \$2,100,565.87 and as certified and approved.

MOTION: Mr. Sockol SECOND: Mr. Hammer VOTE: 9-0

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*The following resolution was taken 'out of order' and voted on (first) before the Committee Reports.

68. Ratification of HTEA Memorandum of Agreement dated July 22, 2022

Resolved: That the Holmdel Board of Education ratify the Memorandum of Agreement dated July 22, 2022 with the Holmdel Township Education Association, on the express condition that Tentative Agreement item number 2, section A.5, be changed from four to three days.

Discussion: Mrs. Urbanski read the resolution aloud for the public. Mr. Sockol, Mr. Ready, Mr. Hammer, Dr. Collur and Mr. Wall stated why they supported this resolution. Mrs. Urbanski stated why she was abstaining. Mrs. Briamonte stated why she did not support this resolution.

MOTION: Mr. Reddy SECOND: Mr. Hammer VOTE: 7-1-1
Nay: Mrs. Briamonte
Abstain: Mrs. Urbanski

L. Old Business

- Mr. Wall asked if there was a Qualtrics survey of the graduating seniors. Dr. Cascone confirmed with Dr. Kukoda the survey was completed using the Naviance system. Dr. Cascone stated this will be reviewed at the Curriculum & Instruction committee meeting.

M. New Business

- Mr. Sockol thanked Mr. Wall for his comments/support and for what they have accomplished together.
- Mr. Reddy wished the Boys Football team good luck tomorrow as they start the new season.
- President Urbanski referenced the Board and District goals approved tonight which included the strategic plan goal and she asked if the Board was available on October 10th or 11th to interview consultants that provide strategic planning services.

N. Questions or Comments from the Public

- Mrs. King, HTEA President, thanked Mr. Sockol for all his efforts and leadership. She stated this was the most collegial and professional relationship they have ever had and were able to settle a contract without having to bring in a mediator. Mrs. King stated this was a healthy negotiation process and thanked the Board for their support.
- Mr. Cunningham, parent, spoke about the new health education curriculum presented tonight and the transparency of the process/discussion. He inquired if this same process will be implemented for the other new curriculum (i.e., CRT, SEL, etc.). Dr. Cascone responded accordingly.
- Mrs. Roth, parent, referenced resolution #62 and thanked everyone for securing the additional routes for the Vocational School students. She expressed appreciation on behalf of many of the MCVSD families.

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- Mrs. Cunningham, parent, inquired about the district's policy on student surveys and if the parents will be made aware and be given the option of responding. Dr. Cascone responded accordingly.
- Mr. Lupi, parent, shared that he has an amazing amount of respect for educators. He thanked Mrs. Briamonte for her vote (to not support resolution #68) and shared his thoughts on learning loss during the pandemic. He also stated his views regarding the union/unionization of teachers.
- Mr. Weisfeld, parent, thanked Mr. Sockol and the Board for all of their efforts. He spoke briefly about bullying and offered his services (martial arts) for Holmdel staff and students for self-defense and to increase confidence.
- Mrs. Barbara, parent, referenced the new health education curriculum, stating it is a model, not a mandate, and shared what Middletown is doing. She also referenced the longer bus route this year and expressed concerns with the length of time on the bus. Dr. Cascone responded accordingly.
- Mr. Wall followed up regarding the CRT comment/inquiry and provided additional comments regarding whether the district has a vetting process for books and materials. Dr. Cascone responded accordingly and confirmed there is a vetting process in place.

O. Executive Session (if required) - None

P. Adjournment

Board President Urbanski called for a motion to adjourn the meeting. Mr. Wall motioned, Mr. Reddy seconded and by a unanimous voice vote, the meeting adjourned at 9:17 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary

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Quorum
Jun 22

[See POLICY ALERT No. 228]

0163 QUORUM

A quorum of the **Board of Education** shall consist of a **minimum of** _____ Board members, and no business shall be conducted in the absence of a quorum, except when the Doctrine of Necessity is invoked.

All Board meetings shall be called to commence not later than 8:00 p.m. of the designated day but, if In the event a quorum is not present at the time for which the meeting is called, the Board member or Board members present hour of convening, the meeting may be recessed recess the meeting to a time not later than 9:00 p.m. of the same day- and, if a quorum be not present at that time, is not then present, the member or members present may adjourn the meeting to commence not later than 8:00 p.m. of another day, but not more than seven days following the date for which the original meeting was called, but no further recess or adjournment of the meeting shall be made a later date within seven days.

The Board of Education recognizes ~~that~~ there may be matters that come before the Board or acts required of Board members in their official capacity where the Board member may have a conflict of interest or the act **by a Board member** would be in violation of N.J.S.A. 18A:12-24. In these matters, the Board member(s) **shall will** remove **themselves himself/herself** from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. The Board will consider this matter without the Board member(s) who has the conflict.

In the event a matter comes before the Board or an act is required of a Board member in **their his/her** official capacity that is a conflict or would be in violation of N.J.S.A. 18A:12-24, the Board would still be required to have a quorum to consider the matter. However, the New Jersey Department of Education and the School Ethics Commission ~~has~~ envisioned this prohibition could create a situation in which **the number of conflicted Board members would prevent so many Board members have a conflict, that the Board would be unable** to take action on a matter. Therefore, when more than a quorum of the Board members must abstain from voting on a matter **due to a conflict or the act would be in violation of N.J.S.A. 18A:12-24**, the Board will invoke the Doctrine of Necessity consistent



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with the New Jersey Department of Education and School Ethics Commission guidelines as follows:

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Quorum

A. Board Member(s) in Conflict - Less Than a Majority of The Board

1. In the event a Board member(s) has a conflict of interest where the Board member will act in **their his/her** official capacity, the Board member must remove **themselves himself/herself** from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.
2. In the event a Board member is unsure whether **they he/she** or any other Board member has a conflict of interest or whether the matter, if acted upon by a Board member(s) is in violation of N.J.S.A. 18A:12-24 - Prohibited Acts, the School Board Attorney will make a determination.
3. The School Board Attorney will provide the Board of Education an opinion on whether the matter is a conflict of interest or act prohibited by N.J.S.A. 18A:12-24 - Prohibited Acts.
4. If the Board member(s) believes **they he/she have has** a conflict of interest where **they he/she** will act in **their his/her** official capacity or if the School Board Attorney renders an opinion ~~that~~ the Board member has a conflict of interest where the Board member will act in **their his/her** official capacity, the Board member will remove **themselves himself/herself** from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.

B. Board Member(s) in Conflict - A Majority of Board Members in Conflict

1. In the event:
 - a. A Board member(s) believes **they he/she have has** a conflict of interest **or if acted upon by a Board member is in**



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violation of N.J.S.A. 18A:12-24 where he/she will act in his/her official capacity; or

- b. If the School Board Attorney renders an opinion that the a Board member(s) has a conflict of interest **or if acted upon by a Board member is in violation of N.J.S.A. 18A:12-24** where the Board member will act in his/her official capacity; and

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- c. The number of Board members that have a conflict would make it so the Board would be unable to take action on the matter, then the Board may invoke the “~~Rule [or Doctrine]~~ of Necessity.” (Citing U.S. v. Will, 449 U.S. 200 (1980)).

C. ~~Rule [Or Doctrine]~~ Of Necessity

1. The Doctrine of Necessity may be invoked when more than a quorum of the Board must abstain from voting on a matter.
2. There are three prerequisites necessary for a Board to invoke the Doctrine of Necessity:
 - a. The Board must be unable to act without the members in conflict taking part;
 - b. There must be a pressing need for action, i.e. the matter cannot be laid aside until another date; and
 - c. There can be no alternative forum that can grant the same relief.

~~(Allen v. Toms River Regional Board of Education, 233 N.J. Super 651 (Law Division 1989)).~~

3. When the School Board Attorney advises the Board the Doctrine of Necessity must be invoked in order to obtain a quorum on a vote,



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the Board must **publicly state:** ~~announce that it is invoking the Doctrine.~~

- a. ~~That it is invoking the Doctrine of Necessity; The announcement must include the reason the Board must invoke the Doctrine of Necessity including stating the nature of each Board members conflict.~~
- b. **The specific reason/purpose for which the Doctrine of Necessity is being invoked; and** ~~The announcement will be in writing and should be recorded in the minutes of the meeting by the Board Secretary at the point when the vote takes place.~~

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- c. **The specific nature of the conflict of interest for each Board member that has a conflict of interest:** ~~It is enough for the Board to announce it is invoking the Doctrine and a Board Resolution is not required.~~

- (1) **The specific nature of the conflict of interest for each Board member should include the Board member's name; the name of the immediate family member or relative which is the basis for the conflict of interest, and the position that immediate family member or relative holds; or**

- (2) **If the specific nature of the conflict of interest for a Board member is a conflict other than an immediate family member or relative, the announcement should include the conflict which is the basis for the conflict of interest.**

4. **When the Board invokes the Doctrine of Necessity, it will adopt a Resolution setting forth the same information as outlined in C.3. above.**



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54. When the Board invokes the Doctrine of Necessity, the Resolution will be:

- a. Read at a regularly scheduled public meeting;
- b. Posted in such places the Board posts public notices for thirty days; and
- c. ~~Provided to the School Ethics Commission~~ **When the Board announces the Doctrine of Necessity is being invoked, the details, parameters and/or other pertinent facts of the matter to be voted should be revealed on an agenda for the public meeting in which the matter is to be voted upon.**

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65. The Board members who have a conflict in the matter are prohibited from:

- a. Participating in any discussions on the matter prior to the announcement **of the invocation of the Doctrine of Necessity at the** and public meeting; and
- b. **Being present in an executive session when the matter is being discussed** ~~From entering an executive session in order to discuss the merits of the matter or contract; and~~
- c. ~~From~~ **Offering** their opinions on the matter at any time prior to the announcement **or the invocation of the Doctrine of Necessity** and public meeting.

~~6. The Board members who have a conflict in the matter may only participate to the extent they may vote after the motion to approve and/or ratify the matter has been made and seconded and the Doctrine of Necessity has been thoroughly explained to the public.~~



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7. **The Board members who have a ~~in~~ conflict** may only ask questions regarding the matter to be voted on in public and after the Board has invoked the Doctrine of Necessity.
8. **The Board members who have a ~~in~~ conflict** may explain their reasons for not voting just before the vote.

N.J.S.A. **18A:10-6**; 18A:12-24

New Jersey School Ethics Commission – Advisory Opinions A10-93(b), ~~and~~
A07-94, and C07-96

**New Jersey School Ethics Commission – Resolution on Invoking the Doctrine
of Necessity – June 25, 2018**

Adopted:



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ADMINISTRATION

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Board of Education Website Accessibility

June 22

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[See POLICY ALERT Nos. 212 and 228]

1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY

It is the goal of the Board of Education that the information on the school district's **internet** websites **are** is accessible to individuals with disabilities in compliance with the requirements of **Federal law** (Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35) **and New Jersey law (N.J.S.A. 18A:36-35.1)**.

A. **Federal Law – American with Disabilities Act (ADA)**

1. For the purposes of ~~this Policy~~ **the Federal law - Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35 and this Policy**, "school district website" includes, but is not limited to, the internet home page, all subordinate pages, school or school district department pages, intranet pages and sites, and includes online content and functionality, developed by, maintained by, or offered through a third-party vendor or by using open sources.
2. The accessibility of online content and functionality will be measured according to the **most up-to-date version of the** World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) ~~2.0 Level AA~~ and the Web Accessibility Initiative Accessible Rich Internet Application Suite (WAI-ARIA) 1.0 for web content (benchmarks for measuring accessibility).
3. By conforming to the benchmarks for measuring accessibility set forth above, the Board of Education will ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to access the information on the district's website, ~~except~~



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~~where doing so would impose an undue burden or create a fundamental alteration of the district's website. When~~

ADMINISTRATION

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Board of Education Website Accessibility

~~fundamental alteration or undue burden defenses apply, the district will make reasonable modifications/accommodations for individuals with disabilities in order to provide equally effective alternate access. In providing such access, the district will ensure that to the maximum extent possible individuals with disabilities receive the same benefits or services as their nondisabled peers. To provide equally effective alternate access, alternates are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement.~~

4. To ensure ~~that~~ the district's website conforms with the above benchmarks for measuring accessibility, ~~except where doing so would impose an undue burden or create a fundamental alteration of the district's website,~~ the Superintendent of Schools will designate a school staff member to act as the Website Accessibility Coordinator. The Coordinator will:
 - a1. Ensure that in-house staff and contractors responsible for webpages and webpage content development are properly trained on the Board of Education's website accessibility policy and procedures;
 - b2. Ensure that all new, newly added, and modified online content and functionality is accessible to people with disabilities as measured by conformance to the above benchmarks by, among other things:
 - (1)a. Checking the hypertext markup language (HTML) of all new webpages on the website to make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed;



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- (2)b. Ensuring that webpages are designed in a manner that allows them to be displayed using a visitor's own settings for color and fonts, and can be navigated with a keyboard;

ADMINISTRATION

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Board of Education Website Accessibility

- (3)e. If images are used, including photos, graphics, scanned images, or image maps, making sure to include text equivalents for them, using "alt" tags and/or long descriptions for each and ensuring the text equivalents convey the meaningful information presented visually by the image;
- (4)d. If online forms and tables are used, making those elements accessible;
- (5)e. Ensuring that videos appearing on the website include appropriately synchronized audio description and captions;
- (6)f. Ensuring when posting new documents on the website, the documents shall be provided in HTML or another text-based format (even if they are provided in another format, such as portable document format (PDF)). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others;
- (7)g. Periodically enlisting people with a variety of disabilities to test the Board of Education's webpages for accessibility and ease of use and use this information to increase the Board's website accessibility;



POLICY GUIDE

- ~~(8)h.~~ Periodically coordinating the audit of existing content and functionality of the website to identify online content or functionality that is inaccessible to persons with disabilities; and
- ~~(9)i.~~ Developing and carrying out a corrective action plan, when necessary, for making the district's existing web content accessible.

ADMINISTRATION

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Board of Education Website Accessibility

- ~~c3.~~ Ensure that alternative means are available for people with disabilities to access information, programs, and services that are normally provided on the Board's website.

B. New Jersey Law – N.J.S.A. 18A:36-35.1

1. **For the purpose of New Jersey law – N.J.S.A. 18A:36-35.1 and this Policy, “internet website or web service” includes any webpage, website, web service, online curriculum, or online third party or open educational resource product that is made available to enrolled students or the public by the school district.**
2. **Pursuant to N.J.S.A. 18A:36-35.1, no school district shall make available to the enrolled students of the district or school or to the public an Internet website or web service unless the Internet website or web service complies with the most up-to-date version of the World Wide Web Consortium’s (W3C) Web Content Accessibility Guidelines (WCAG) if the Guidelines are approved by the Commissioner of Education, or any other applicable guidelines or requirements as may be designed or approved by the Commissioner of Education.**
3. **In accordance with N.J.S.A. 18A:36-35.1.a. and b., the school district is required to submit a statement of assurance attesting**



POLICY GUIDE

to compliance with N.J.S.A. 18A:36-35.1 as required by the
Commissioner of Education.

This Policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the district's goals and ensure compliance with applicable **Federal and State** laws.

Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
34 C.F.R. Part 104; 28 C.F.R. Part 35
N.J.S.A. 18A:36-35.1

Adopted:



| Date | Name | Location | Professional Development | City, State | Cost/Fees |
|-------------------|-------------|-----------------|---------------------------------|-------------------|-----------|
| 10/13/22 | N. Bayers | William R. Satz | AENJ Conference 2022 | Long Branch, NJ | \$250.00 |
| 9/28/22 | A. Howard | District | NJSBA Labor & Employment Summit | Virtual | \$99.00 |
| 9/28/22 | E. Jaume | District | NJSBA Labor & Employment Summit | Virtual | \$99.00 |
| 8/22/22-8/26/22 | S. Lelivelt | High School | CompTIA CySA+ | Virtual | \$0.00 |
| 10/14/22 | L. McMahon | Village/IHS | NJ IDA Fall Conference | Virtual | \$125.00 |
| 10/12/22-10/14/22 | J. Montana | High School | AENJ Conference 2022 | Long Branch, NJ | \$275.00 |
| 11/3/22-11/5/22 | C. Requa | Indian Hill | AMLE Conference 2022 | Orlando, FL | \$0.00 |
| 10/13/22 | A. Thomas | High School | NJPSA Fall Conference 2022 | Atlantic City, NJ | \$320.00 |

8/31/22 Board Meeting

Motion #8

The following students and locations need to be board approved for Internships for the 22-23 school year.

| Student Number | Semester of Internship | Internship Company Name | Full Company Address | Name and Phone Number of Contact Person |
|-----------------------|-------------------------------|--|---|---|
| 23500016 | Full year | Reid Hill veterinary clinic | 55 NJ-34, Morganville, NJ 07751 | Dr. Garcia 732-952-5858 |
| 550231 | Fall | Pashman Stein Walder Hayden, P.C. | Bell Works 101 Crawfords Corner Road Suite 4202 Holmdel, NJ 07733 | Justin P Kolbenschlag 732-852-2481 |
| 23500455 | Spring | Benemont Worksite Advisors | Bell Works 101 Crawfords Corner Road Suite Holmdel, NJ 07733 | Anthony A. Libecci 718-644-3215 |
| 23800157 | Fall | Stonedog Studios | 23 Bannard St, Freehold, NJ 07728 | Kate Eggleston 732-775-000 |
| 550637 | Fall | Peter Dant Studios | 101 Crawfords Corner Road CoLab #127, Holmdel, NJ 07733 | Peter Dant 732-670-9425 |
| 23801128 | Full year | Holmdel Twp School District, Village & Indian Hill Schools | 65 McCampbell Road Holmdel, NJ 07733 | 732-946-1800 |
| 23800453 | Full year | D-Stef Productions | 48 Sage Street, Holmdel New Jersey 07733 | Casey DeStefano casey@d-stef.com 203-807-6664 |



HOLMDEL TOWNSHIP SCHOOL DISTRICT

Motion #9

Standardized Testing Schedule 2022-2023

Below are proposed 2022-2023 dates for standardized testing. In the event of a change, parents will be notified as far in advance as possible through e-mail, updates on the district website, and/or calls through the districts notification system.

| Assessment Name | Subjects and Grades Tested | Information about Available Accommodations and Accessibility Features | Number of Testing Administrations in District | Testing Mode | Testing Time Allotted per Student | Testing Window | Results Available | Information for Parents/Guardians Regarding the Assessment |
|--|---|--|---|--|--------------------------------------|---|-------------------|---|
| Fall 2022 Start Strong assessments- English Language Arts (ELA)/ Mathematics/ Science | ELA: 4 - 10 Math: 4 - 8, Algebra I, Geometry and Algebra II Science: 6, 9 and 12 | NJ Assessment - Accessibility Features and Accommodations Manual, 10th Edition | 1 | Online only | 45–60 minutes per subject assessment | Indian Hill: Sept. 27-29 William R Satz: Sept. 22-23 Holmdel High School : Sept. 20, 21 23 | TBD | New Jersey Assessments Resource Center - Parent Resources |
| ACCESS and Alternate ACCESS for ELLs | ACCESS: K through 12 Alt. ACCESS: 1 through 12 | WIDA Accessibility Accommodations | 1 | Paper – Grade K (and by request) Online Grades 1–12 (Writing portion is paper Grades 1–3) | No time limit | February 6-March 31 | TBD | WIDA Parent Resources: ACCESS for ELLS |



HOLMDEL TOWNSHIP SCHOOL DISTRICT

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|--|------------------------------------|--|---|--|--|---|-----|---|
| New Jersey State Graduation Proficiency Assessment (NJSGPA) Spring Administration | ELA and Math: Grade 11 | NJ Assessment - Accessibility Features and Accommodations Manual, 10th Edition | 1 | Computer-based with paper-based options for students with disabilities | Two 90-minute units, Total time 180 minutes per subject | March 14-15 | TBD | New Jersey Assessments Resource Center - NJGPA |
| Dynamic Learning Maps (DLM) Year End (YE) Model | Grades 3 through 8 and 11 | DLM Accessibility Manual | 1 | Computer-based | | April 24-May 19 | TBD | Dynamic Learning Maps Resources (Parent) |
| NJSLA ELA/Math Regular Spring Administration | ELA and Math: 3 - 9 | NJ Assessment - Accessibility Features and Accommodations Manual, 10th Edition | 1 | Computer-based with paper-based options for students with disabilities | Unit Testing Times | Village School: May 15-19 Indian Hill School: May 22-25 William R. Satz: May 8-12 Holmdel High School: May 23-25 | TBD | New Jersey Assessments Resource Center - Parent Resources (NJSLA) |
| NJSLA Science Administration | Science: Grades 5, 8 and 11 | NJ Assessment - Accessibility Features and Accommodations Manual, 10th Edition | 1 | Computer-based with paper-based options for students with disabilities | For grades 5 and 8: Four 45-minute units for a total of three hours. Grade 11: Four 60-minute units for a total of four hours | | | NJSLA-S Parent, Student, and Teacher Information Guide |



HOLMDEL TOWNSHIP SCHOOL DISTRICT

| | | | | | | | | |
|--|---|--|---|------------------|---------------|---|---|--|
| NWEA MAP | ELA and Math: 1 - 6 | NWEA MAP Growth Accessibility and Accommodations Features and FAQ | 3 | Online | 45-75 minutes | Fall: September 6 - October 4 Winter: January 3-January 30, Spring: April 14-May 11 | Fall: October 14 Winter: February 10 Spring: May 19 | NWEA MAP Growth Family Toolkit |
| Placement Testing (NWEA MAP Algebra 1 Screening) | Algebra 1 Screening: 6-7 | NWEA MAP Growth Accessibility and Accommodations Features and FAQ | 1 | Online | 45-75 minutes | March 2023 | TBD | NWEA MAP Growth Family Toolkit |
| LinkIt! | ELA and Math: 7-12 | | 3 | Online | 45-60 minutes | Fall: October 3-7 Winter: Jan. 9-13 Spring: April 11-14 | Parent Portal | |
| i-Ready Diagnostic | Math: 4-6 | i-Ready Diagnostic Universal Accessibility Features and Accommodations Guidance | 3 | Online | 45-60 minutes | Fall: September 6 - October 4 Winter: January 3-January 30, Spring: April 14-May 11 | TBD | i-Ready Family Center |
| AP Exams | | CollegeBoard Accommodations | 1 | Paper-and-Pencil | 2-3 hours | May 1-12 | TBD | CollegeBoard - AP Students |
| NNAT-3 | Grade 2 and students new to the district (Grades 3-7) | Naglieri Nonverbal Ability Test® Third Edition (NNAT®3) is a nonverbal measure of general ability for students in kindergarten through grade 12. | 4 | Online | 30 minutes | January 2023-April 2023 | TBD | NNAT3 FAQs |
| PSAT | Grade 10-11 | CollegeBoard Accommodations | 1 | Paper-and-Pencil | 3 hours | October 12, 2022 | 4-6 weeks after the test administration | CollegeBoard - PSAT |



July 25, 2022

Mr. William Loughran
Mrs. Chantal Simonelli
William R Satz Middle School
24 Crawfords Corner Rd.
Holmdel, New Jersey 07733

Dear Mr. Loughran and Mrs. Simonelli,

We hope you are enjoying your summer. As we discussed at the end of the school year, the Satz PSG was fortunate to have a successful year of fundraising. We could not have done this without the hard work and support of our Executive Board members, parent volunteers and the Satz staff and administration.

This year, the Satz PSG would like to make a non-monetary donation of items to enhance the Mindful Garden for the students and staff. We have attached a list of items that we can purchase for the garden to be ready for the students to enjoy at the beginning of the upcoming school year.

Attached is a list of items and the estimated cost. The total cost is not to exceed three thousand and fifty dollars (\$3,050).

Thank you.

Very truly yours,
Gabriella Pettinato and Michelle Richards
Satz School PSG Co-Presidents 2021-2023

Satz Mindful Garden Items

| ITEM | QTY | COST EA | TOTAL |
|--|-----|----------|------------------|
| Adirondack chairs | 9 | \$27 | \$243 |
| Aubrey Black Metal Outdoor Patio Bench | 1 | \$129 | \$129 |
| Large Cedar Parklette Planter Vita Mezza 59"L x 16"W x 32"H | 2 | \$347 | \$694 |
| Elevated Resin Patio Garden Bed | 2 | \$69.98 | \$139.96 |
| Navy Blue Outdoor Patio Sun Shade Sail 24 ft. x 24 ft. | 2 | \$133.18 | \$266.36 |
| Boxwoods | 4 | \$29.98 | \$119.00 |
| Blue Chip Jr' Butterfly Bush | 2 | \$14.91 | \$29.82 |
| Stella D'Oro Daylily | 10 | \$13.86 | \$138.60 |
| Emerald Green Arborvitae Shrub | 6 | \$35.50 | \$213.00 |
| Picnic Tables | 4 | \$256.94 | \$1027.76 |
| | | | |
| TOTAL | | | \$3000.50 |



HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

District Curriculum List 2022-2023

| VISUAL AND PERFORMING ARTS | Grades | Previously Revised/Written | Current Revision |
|---|---------------|-----------------------------------|-------------------------|
| Art Education | K-3 | 8/15 | 5/19 |
| Art Education | 4-6 | 8/18 | 5/19 |
| Art Education | 7-8 | 9/09 | 5/19 |
| Acting I (Cycle A,B,) | 9-12 | 8/22 | 8/22 |
| Acting II Cycle C, D) | 9-12 | 8/22 | 8/22 |
| Acting 2 Honors | 9-12 | 8/17 | 7/21 |
| Acting 3 Honors | 9-12 | 8/22 | 8/22 |
| Art 1 2 & 3 Dimensional Art | 9-12 | 9/09 | 5/19 |
| Art 2 Drawing & Painting | 10-12 | 9/09 | 5/19 |
| Ceramics I | 9-12 | 9/09 | 5/19 |
| Ceramics II | 9-12 | 9/09 | 5/19 |
| Chamber Choir | 9-12 | 8/17 | 5/19 |
| Concert Chorus | 9-12 | 8/09 | 5/19 |
| Culinary Arts – Foods 1 | 7 | 8/17 | 8/19 |
| Culinary Arts – Foods 2 | 8 | 8/17 | 8/19 |
| Culinary Arts – Cycle A-F | 9-12 | 7/12 | 5/19 |
| Advanced Culinary Arts | 9-12 | NEW | 8/22 |
| Playwriting | 9-12 | 8/20 | 8/20 |
| Dance | 7-8 | 12/18 | 7/21 |
| Dance 1 | 9-12 | 12/18 | 7/21 |
| Dance 2 | 9-12 | 9/16 | 7/21 |
| Adaptive Dance | 7-12 | 9/21 | 9/21 |
| Honors Sculpture (formerly Sculpture/Printmaking) | 9-12 | 9/09 | 5/19 |
| Instrumental Music/Band | 4-6 | 8/18 | 5/19 |
| Instrumental Music/Band | 7-8 | 8/18 | 5/19 |
| Introduction to Music Theory | 9-12 | 5/11 | 7/21 |
| 20 th Century Music | 9-12 | 8/15 | 7/21 |
| Jazz Ensemble | 9-12 | 8/18 | 7/21 |
| Mixed Chorus | 9-12 | 9/09 | 5/19 |
| Music | K-3 | 8/15 | 5/19 |
| Music | 4-6 | 8/15 | 5/19 |
| Music Exploration, Grade 7 | 7 | 8/18 | 7/21 |
| Music Technology, Grade 8 | 8 | 8/18 | 7/21 |
| Music Theory I | 9-12 | 8/14 | 5/19 |
| Music Technology 1 | 9-12 | 10/14 | 5/19 |
| Music Technology 2 | 9-12 | 8/17 | 5/19 |
| String Ensemble | 9-12 | 5/05 | 5/19 |
| Symphonic Band | 9-12 | 8/18 | 5/19 |



HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

District Curriculum List 2022-2023

| | | | |
|--|---------------|----------------------|-------------------------|
| Theater | 7-8 | 12/18 | 5/19 |
| COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION | Grades | Revision Date | Current Revision |
| Adaptive Physical Education | K-3 | 8/12 | 5/19 |
| Adaptive Physical Education | 4-6 | 8/17 | 5/19 |
| Adaptive Physical Education | 7-8 | 8/17 | 5/19 |
| Adaptive Physical Education | 9-12 | 8/17 | 5/19 |
| Health, Kindergarten | K | 8/12 | 5/19 |
| Health, First Grade | 1 | 8/12 | 5/19 |
| Health, Second Grade | 2 | 8/12 | 5/19 |
| Health, Third Grade | 3 | 8/12 | 5/19 |
| Health, Fourth Grade | 4 | 10/12 | 5/19 |
| Health, Fifth Grade | 5 | 9/12 | 5/19 |
| Health, Sixth Grade | 6 | 9/12 | 5/19 |
| Health, Seventh Grade | 7 | 6/18 | 5/19 |
| Health, Eighth Grade | 8 | 6/18 | 5/19 |
| Health, Gr. 9 Community Health | 9 | 6/18 | 5/19 |
| Health Gr. 10 Driver Education | 10 | 8/12 | 5/19 |
| Health Gr. 11 Family Life | 11 | 9/12 | 5/19 |
| Health Gr. 12 First Aid/CPR/AED | 12 | 8/12 | 5/19 |
| Dynamics of Healthcare in Society | 10-12 | 6/17 | 5/19 |
| Scientific Principles of Nutrition | 11-12 | 6/17 | 5/19 |
| Emergency and Clinical Care | 11-12 | 6/19 | 8/19 |
| Medical Terminology | 11-12 | 6/18 | 5/19 |
| Physical Education | K-3 | 8/12 | 5/19 |
| Physical Education | 4-6 | 10/03 | 5/19 |
| Physical Education | 7-8 | 6/18 | 5/19 |
| Physical Education | 9-12 | 6/18 | 5/19 |
| LANGUAGE ARTS LITERACY | Grades | Revision Date | Current Revision |
| AP Language and Composition | 11 | 12/12 | 5/19 |
| AP Literature and Composition | 12 | 2/14 | 5/19 |
| Academic Center for Educational Services | 7-8 | 8/22 | 8/22 |
| Foundations of Language Arts Literacy | 9-10 | 8/15 | 5/19 |
| Language Arts Literacy | K | 7/21 | 8/22 |
| Language Arts Literacy | 1 | 7/21 | 8/22 |
| Language Arts Literacy | 2 | 7/21 | 8/22 |
| Language Arts Literacy | 3 | 7/21 | 8/22 |
| Language Arts Literacy | 4 | 8/18 | 5/19 |
| Language Arts Literacy | 5 | 8/18 | 5/19 |
| English 6/Honors English 6 | 6 | 8/18 | 5/19 |



HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

District Curriculum List 2022-2023

| | | | |
|---|--------------|----------------------|-------------------------|
| English 7/Honors English 7 | 7 | 8/17 | 7/21 |
| Writing Lab 7 | 7 | 8/15 | 5/19 |
| English 8/Honors English 8 | 8 | 8/18 | 5/19 |
| Advanced Placement Seminar | 10-12 | 8/21 | 8/21 |
| Creative Media | 7-8 | 9/09 | 8/22 |
| Creative Writing | 10-12 | 8/14 | 8/22 |
| English 9/Honors English 9 | 9 | 8/17 | 5/19 |
| English 10/Honors English 10 | 10 | 8/18 | 5/19 |
| English 11/Honors English 11 | 11 | 11/12 | 5/19 |
| English 12/Honors English 12 | 12 | 11/12 | 8/22 |
| Film Study | 10-12 | 8/14 | 5/19 |
| Honors Classics of World Literature | 11-12 | 11/13 | 5/19 |
| Honors Literature and Film | 11-12 | 8/17 | 5/19 |
| Introduction To Philosophy | 11-12 | 8/13 | 5/19 |
| Honors Advanced Research for the Humanities | 10-12 | 8/20 | 8/20 |
| Public Speaking | 10-12 | 8/15 | 8/22 |
| Journalism | 11-12 | 8/15 | 5/19 |
| SAT ELA Prep | 10-12 | 8/20 | 8/20 |
| Transitional English | 7-12 | 7/14 | 5/19 |
| LLD English 7 | 7 | 9/21 | 9/21 |
| LLD English 9 | 9 | 8/18 | 5/19 |
| LLD English 10 | 10 | 8/19 | 8/19 |
| LLD English 11 | 11 | 8/20 | 8/20 |
| LLD English 12 | 12 | 8/20 | 8/20 |
| English as Second Language (ESL) | K-1 | 8/18 | 5/19 |
| English as Second Language (ESL) | 2-3 | 5/19 | 5/19 |
| English as Second Language (ESL) | 4-6 | 8/13 | 5/19 |
| English as Second Language (ESL) | 7-8 | 8/13 | 5/19 |
| English as Second Language (ESL) | 9-12 | 8/13 | 5/19 |
| MATHEMATICS | Grade | Revision Date | Current Revision |
| Mathematics Grade K | K | 8/15 | 5/19 |
| Mathematics Grade 1 | 1 | 8/15 | 5/19 |
| Mathematics Grade 2 | 2 | 8/15 | 5/19 |
| Mathematics Grade 3 | 3 | 8/15 | 5/19 |
| Mathematics Grade 4 | 4 | 7/15 | 5/19 |
| Mathematics Grade 5 | 5 | 8/15 | 5/19 |
| Mathematics 6/Honors Math 6 | 6 | 8/15 | 5/19 |
| Mathematics 7/Honors Math 7 | 7 | 8/15 | 8/22 |
| Mathematics 8 | 8 | 8/15 | 8/22 |
| Math 8 Lab | 8 | NEW | 8/22 |



HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

District Curriculum List 2022-2023

| | | | |
|--|---------------|----------------------|-------------------------|
| Algebra 1/Honors Algebra I | 8, 7-8 | 8/15 | 5/19 |
| Algebra 1 | 9-12 | 8/15 | 5/19 |
| Advanced Algebra 2 | 9-12 | 9/14 | 8/20 |
| Algebra 1 Lab | 9-12 | 9/14 | 5/19 |
| Intermediate Algebra | 9-12 | 8/17 | 5/19 |
| Algebra 2/Honors Algebra II | 11-12, 10 | 8/20 | 8/20 |
| Honors Algebra 2 | 10 | 8/15 | 5/19 |
| Algebra 2 Lab | 10-12 | NEW | 8/19 |
| Finite Mathematics | 10-12 | 11/13 | 5/19 |
| Introduction to Precalculus | 9-12 | 8/20 | 8/20 |
| Pre-Calculus/Honors Pre-Calculus | 11-12 | 8/20 | 8/20 |
| Calculus | 12 | 9/09 | 5/19 |
| AP Calculus AB | 12 | 5/07 | 5/19 |
| AP Calculus BC | 12 | 5/07 | 5/19 |
| Introduction to Computer Science | 9-12 | 8/15 | 5/19 |
| AP Computer Science | 11-12 | 10/14 | 5/19 |
| Geometry | 9-12 | 8/17 | 5/19 |
| Geometry Lab | 10-12 | 8/18 | 5/19 |
| Honors Geometry | 9-10 | 8/15 | 5/19 |
| AP Statistics | 9-12 | 9/11 | 5/19 |
| Multivariable Calculus | 11-12 | 8/15 | 5/19 |
| SAT/ACT Prep | 9-12 | 8/20 | 8/20 |
| SCIENCE | Grades | Revision Date | Current Revision |
| Tools of the Mind Preschool Curriculum | Pre-K | 5/19 | 5/20 |
| Science, Kindergarten | K | 8/17 | 5/19 |
| Science, Grade 1 | 1 | 8/17 | 5/19 |
| Science, Grade 2 | 2 | 8/17 | 5/19 |
| Science, Grade 3 | 3 | 8/17 | 5/19 |
| Science, Grade 4 | 4 | 8/17 | 5/19 |
| Science, Grade 5 | 5 | 8/17 | 8/20 |
| Science, Grade 6 | 6 | 8/16 | 8/20 |
| Science, Grade 7 | 7 | 8/16 | 5/19 |
| Science, Grade 8 | 8 | 8/16 | 5/19 |
| AP Environmental Science | 9-12 | 7/12 | 5/19 |
| Earth, Environment, and Humanity | 7-8 | 8/20 | 8/20 |
| Science Fiction Writing | 7-8 | 8/20 | 8/20 |
| Forensics (MS) | 7-8 | 8/19 | 8/19 |
| BioTechnology | 7-8 | 8/19 | 8/19 |
| AP Biology | 11-12 | 9/11 | 5/19 |



HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

District Curriculum List 2022-2023

| | | | |
|--|---------------|----------------------|-------------------------|
| Biology/Honors Biology | 9-12 | 8/16 | 5/19 |
| College Biology/LAB | 11-12 | 9/11 | 5/19 |
| Principles of Biology/Lab | 9-12 | 8/16 | 5/19 |
| Chemistry/Honors Chemistry | 10 | 8/16 | 8/20 |
| AP Chemistry w/ Audit | 11-12 | 7/13 | 8/20 |
| Principles of Chemistry | 10-12 | 8/16 | 8/20 |
| Forensics Science | 10-12 | 9/11 | 5/19 |
| Honors Advanced Research | 12 | 9/09 | 5/19 |
| AP Research | 11-12 | 8/22 | 8/22 |
| Honors Introduction to Organic Chemistry | 10-12 | 9/09 | 5/19 |
| Marine Science | 10-12 | 9/09 | 5/19 |
| AP Physics C | 12 | 8/14 | 5/19 |
| Physics/Honors Physics | 11-12 | 8/16 | 5/19 |
| Principles of Physics | 10-12 | 8/16 | 5/19 |
| Earth and Space and Science | 10-12 | 8/15 | 5/19 |
| Physical Science with Earth Science | 11-12 | 8/16 | 5/19 |
| Honors Anatomy and Physiology | 11-12 | 8/18 | 5/19 |
| SOCIAL STUDIES | Grades | Revision Date | Current Revision |
| Social Studies , Kindergarten | K | 8/18 | 5/19 |
| Social Studies , Grade 1 | 1 | 8/18 | 5/19 |
| Social Studies , Grade 2 | 2 | 8/18 | 5/19 |
| Social Studies , Grade 3 | 3 | 9/11 | 8/22 |
| Social Studies , Grade 4 | 4 | 8/17 | 8/22 |
| Social Studies , Grade 5 | 5 | 8/17 | 8/21 |
| Social Studies, Grade 6 | 6 | 7/12 | 8/22 |
| Social Studies, Grade 7 | 7 | 2/14 | 8/22 |
| Social Studies, Grade 8 | 8 | 8/18 | 8/22 |
| Mythology | 7-8 | 8/22 | 8/22 |
| Anthropology | 10-12 | 8/15 | 5/19 |
| AP World History | 9 | 9/21 | 9/21 |
| AP American Government and Politics | 12 | 10/10 | 5/19 |
| Advanced Placement Art History | 11-12 | 9/21 | 9/21 |
| AP Macro Economics | 11-12 | 8/17 | 5/19 |
| AP Micro Economics | 11-12 | 9/13 | 5/19 |
| AP Psychology | 11-12 | 8/15 | 8/22 |
| AP United States History II | 11 | 8/14 | 5/19 |
| Contemporary International Relations | 11-12 | 9/07 | 5/19 |
| Honors Advanced United States History I | 10 | 10/13 | 8/22 |
| Economics | 10-12 | 8/16 | 8/22 |
| Human Geography | 10-12 | 8/16 | 5/19 |



HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

District Curriculum List 2022-2023

| | | | |
|--|---------------|----------------------|-------------------------|
| Psychology | 10-12 | 8/15 | 8/22 |
| Sociology | 10-12 | 8/15 | 5/19 |
| U.S. History I | 10 | 8/18 | 7/21 |
| U.S. History II | 11 | 3/14 | 7/21 |
| Financial Literacy and Economics | 9-12 | 7/15 | 5/19 |
| World Civilization | 9 | 8/18 | 8/22 |
| Perspectives on America Today: Politics, Government and Current Issues | 9-12 | 8/16 | 5/19 |
| LLD World Civilizations | 9 | 8/18 | 5/19 |
| LLD US History II | 11-12 | 8/20 | 8/20 |
| WORLD LANGUAGES | Grades | Revision Date | Current Revision |
| Spanish, Grade 1 | 1 | 11/08 | 5/19 |
| Spanish, Grade 2 | 2 | 11/08 | 5/19 |
| Spanish, Grade 3 | 3 | 4/09 | 5/19 |
| Spanish, Grade 4 | 4 | 8/18 | 7/21 |
| Spanish, Grade 5 | 5 | 8/18 | 7/21 |
| Spanish, Grade 6 | 6 | 8/18 | 8/22 |
| Intro-Spanish | 7 | 8/18 | 8/20 |
| Spanish 1 | 8 | 8/18 | 8/20 |
| Spanish 1 | 9-12 | 8/18 | 5/19 |
| Spanish 2 | 9-12 | 8/18 | 5/19 |
| Spanish 3 | 10-12 | 8/15 | 5/19 |
| Honors Spanish 4 | 10-12 | 8/15 | 8/20 |
| AP Spanish | 12 | 7/13 | 8/20 |
| LLD Spanish | 9-12 | 9/21 | 9/21 |
| Intro-Latin | 7 | 8/20 | 8/20 |
| Latin 1 | 8 | 11/07 | 8/20 |
| Latin 1 | 9-12 | 10/13 | 5/19 |
| Latin 2 | 9-12 | 10/13 | 8/20 |
| Latin 3 | 10-12 | 10/12 | 7/21 |
| Honors Latin 4 | 11-12 | 8/17 | 8/22 |
| AP Latin | 12 | 8/17 | 5/19 |
| Intro-Chinese | 7 | 9/14 | 8/20 |
| Chinese 1 | 8 | 8/07 | 8/20 |
| Chinese 1 | 9-12 | 7/12 | 5/19 |
| Chinese 2 | 9-12 | 9/08 | 5/19 |
| Chinese 3 | 9-12 | 9/10 | 8/20 |
| Honors Chinese 4 | 10-12 | 9/12 | 8/22 |
| AP Chinese | 12 | 10/13 | 7/21 |
| Intro-French | 7 | 7/15 | 8/20 |



HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

District Curriculum List 2022-2023

| | | | |
|---|---------------|----------------------|-------------------------|
| French 1 | 8 | 7/15 | 8/20 |
| French 2 | 9-12 | 7/15 | 8/22 |
| French 3 | 10/12 | 8/09 | 8/22 |
| French 4 Honors | 11-12 | 8/10 | 5/19 |
| AP French | 12 | 9/11 | 8/20 |
| Intro-Italian | 7 | 5/19 | 8/20 |
| Italian 1 | 8 | 8/07 | 8/20 |
| Italian 1 | 9-12 | 8/07 | 5/19 |
| Italian 2 | 10-12 | 12/08 | 5/19 |
| Italian 3 | 11-12 | 9/09 | 5/19 |
| Italian Honors 4 | 12 | 9/12 | 8/20 |
| AP Italian | 11-12 | 8/15 | 5/19 |
| TECHNOLOGY/Business | Grades | Revision Date | Current Revision |
| Accounting 1 | 9-12 | 7/15 | 7/20 |
| Accounting 2 | 10-12 | 8/19 | 8/19 |
| Business Law | 9-12 | 8/16 | 5/19 |
| Financial Literacy and Economics | 9-12 | 8/21 | 8/21 |
| Internship/Mentorship | 12 | 8/21 | 8/21 |
| Sports and Entertainment Marketing | 9-12 | 7/15 | 7/20 |
| Virtual Business | 9-12 | 7/17 | 5/19 |
| AP Computer Science Principles | 9-12 | 8/17 | 5/19 |
| Graphic Design | 9-12 | 9/16 | 5/19 |
| Advanced Graphic Design | 9-12 | 7/20 | 7/20 |
| Photography I | 9-12 | 8/15 | 5/19 |
| Photography II | 9-12 | 8/15 | 5/19 |
| Photography III | 9-12 | 8/15 | 5/19 |
| Intro to Studio Production | 9-12 | 8/16 | 8/21 |
| Advanced Studio Production | 9-12 | 8/22 | 8/22 |
| Video and Editing 1 | 9-12 | 8/17 | 8/21 |
| Video and Editing 2 | 9-12 | 8/17 | 8/21 |
| Introduction to Design and Innovation | 9-12 | 8/20 | 8/20 |
| Engineering Principles and Concepts | 9-12 | 8/20 | 8/20 |
| Architecture and Design | 9-12 | 8/20 | 8/20 |
| Engineering Capstone | 11-12 | 8/21 | 8/21 |
| Creating Apps with Animation | 9-12 | 8/20 | 8/20 |
| Introduction to Robotics | 9-12 | 8/20 | 8/20 |
| Robotics 2 | 10-12 | 8/21 | 8/21 |
| Intro to Game Design | 9-12 | 8/20 | 8/20 |
| Advanced Game Development and Animation | 10-12 | 8/20 | 8/20 |
| Game Design | 7-8 | New | 8/19 |



HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

District Curriculum List 2022-2023

| | | | |
|---|---------------|----------------------|-------------------------|
| Advanced Game Design | 7-8 | 8/20 | 8/20 |
| Technology Education | 7 | 8/17 | 8/22 |
| Technology Engineering and Design | 8 | New | 8/19 |
| Automation and Robotics ` | 8 | 8/29 | 8/20 |
| Library | k | 8/17 | 5/19 |
| Library | 1 | 8/17 | 5/19 |
| Library | 2 | 8/17 | 5/19 |
| Library | 3 | 8/17 | 5/19 |
| Library | 4-6 | 8/17 | 5/19 |
| STEAM | k-3 | New | 8/19 |
| Other Curriculum | Grades | Revision Date | Current Revision |
| Tools of the Mind Pre-School Curriculum | Pre-K | 5/19 | 5/20 |
| Guidance | K-12 | 8/15 | 7/21 |

| Special Services | Grades | Revision Date | Current Revision |
|------------------------------|---------------|----------------------|-------------------------|
| Life Skills | 4-12 | 8/15 | 5/19 |
| Community Awareness | 9-12 | 8/18 | 08/20 |
| LLD Science | 9-12 | 8/18 | 08/20 |
| LLD Math | 9-12 | 8/18 | 08/20 |
| LLD English | 9-11 | 8/18 | 08/20 |
| LLD Social Studies | 9 | 8/18 | 5/19 |
| LLD Math/Literacy | K-3 | 8/20 | 08/20 |
| LLD Math/Literacy | 4-6 | 8/20 | 08/20 |
| LLD Math | 7-8 | 8/20 | 8/20 |
| Supplemental Programs | Grades | Revision Date | Current Revision |
| Achieve Literacy | 1-3 | 8/18 | 5/19 |
| Achieve Literacy | 4-5 | 8/18 | 5/19 |
| Achieve Literacy | 6 | 8/18 | 5/19 |
| Achieve Literacy | 7-8 | 8/18 | 5/19 |
| Achieve Math | 1-3 | 8/18 | 5/19 |
| Achieve Math | 4-6 | 8/18 | 5/19 |
| Achieve Math | 7-8 | 8/18 | 5/19 |
| G&T | K-3 | 8/18 | 7/21 |
| G&T | 4-6 | 8/18 | 7/21 |



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

Motion #18

2022-23 Board Goals

1. Provide quarterly updates on district goals and student achievement
2. Investigate strategic planning processes/partners, identify the partner to be utilized by the district, receive updates on the status of the plan, provide opportunities for feedback from the board and to the administration
3. Engage in professional development for the board 3 – 4 times per year (may include Ethics, HIB, SEL, Gender Equity, etc.)



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

Office of the Superintendent

Motion #19

2022-23 District Goals

1. The district will engage and complete a 5-year strategic plan process to present to the community no later than September 2023.
2. The district will work toward consistency in providing a high-quality student educational experience through the review and refinement of grading practices, lesson planning, staff observation, evaluation, and effective student support services.
3. The district will research and select a systems-based Positive Behavioral Student Support program for implementation in all schools for the 2023-24 school year while simultaneously expanding upon current levels of understanding and implementation of Social and Emotional support practices for students, staff, and self.
4. The district will place a concerted focus on the engagement of families including the implementation of a parent seminar series on topics including HIB, Digital Citizenship, curriculum, and Health Education.
5. The district will ensure the strategic alignment of the district, school, department, and staff goals, informed by the collection and application of student growth data, thereby increasing student achievement across content areas.

Motion #23Approval of Outside Professional Development Trainers, 2022/2023 School Year

Resolved: That the Board approve the following Outside Professional Development trainers for the 2022/2023 school year.

| Date: | Name: | Location: | Professional Development Activities/Meetings | City, State | Cost/Fees |
|-------|-----------------------|-----------|---|-------------|-----------|
| 9/2 | Mr. Charles Hancock | HHS | CPR Certification Lessons / Training | In Person | Free |
| 9/2 | Mr. Charles Hancock | HHS | CPR Certification Cards (not to exceed 10 Cards @ \$5.00 each) | In Person | \$50.00 |
| 9/2 | Rethink / Sara Jordan | HHS | Working with Elementary Self Contained Teachers in an MD Class. | In Person | Free |
| 9/2 | Teachtown | Virtual | Teachers in the Self Contained Progress Participation | Virtual | Free |

Approval of Accurate Language Services for the 2022-2023 School Year:

Resolved: That the Board approve Accurate Language Services to provide translation and interpretation services for the 2022/2023 school year as listed below:

| Language | Location | Service | Rate Per Hour |
|-----------------------------|-----------------|----------------|----------------------|
| Spanish | In Person | Interpretation | \$85.00 |
| French, Italian, Portuguese | In Person | Interpretation | \$130.00 |
| Other Languages | In Person | Interpretation | \$150.00 |

| Language | Location | Service | Rate Per Minute |
|-----------------|-----------------|----------------|------------------------|
| Spanish | Telephone | Interpretation | \$1.75 |
| Other Languages | Telephone | Interpretation | \$2.50 |
| Spanish | Video | Interpretation | \$2.00 |
| Other Languages | Video | Interpretation | \$2.50 |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

Part-time Paraprofessionals

| Last Name | First Name | School | Step-Rate per Hour* | Hours/Days |
|------------------|-------------------|---------------------|----------------------------|-------------------------|
| Dengler | William | Holmdel High School | Step 1 - \$26.31 | 4 hrs x 4 days per week |
| Meyer | Caitlin | Holmdel High School | Step 1 - \$26.31 | 4 hrs x 4 days per week |
| Schelling | Julie | Holmdel High School | Step 1 - \$26.31 | 4 hrs x 4 days per week |

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

| Amend Paraprofessionals - 2022/2023 | | | | | |
|--|-------------------|-----------------|-----------------------|-------------------|-------------------|
| | | | | | Motion #46 |
| Last Name | First Name | Location | Job Title | From Hours | To Hours |
| RIZZO | KERI | Village School | Paraprofessional (hr) | 5.75 | 6.75 |
| PUCCIO | ANNE | Village School | Paraprofessional (hr) | 5.75 | 6.75 |
| HADAEGH | MANDANA | Village School | Paraprofessional (hr) | 5.75 | 6.75 |
| YANNELLO | TINA | Village School | Paraprofessional (hr) | 5.75 | 6.75 |

Changes in Location/Assignment

| <u>Last Name</u> | <u>First Name</u> | <u>Position From</u> | <u>Location From</u> | <u>Position To</u> | <u>Location To</u> |
|-------------------------|--------------------------|-----------------------------|-----------------------------|---------------------------|---------------------------|
| Rizzo | Kerri | Paraprofessional | Village School | Paraprofessional | Indian Hill School |
| Mellone | Antonella | Special Educaton Teacher | Village School | Special Education Teacher | Indian Hill School |
| Broadhurst | Carolyn | Special Educaton Teacher | Indian Hill School | Science Teacher | Indian Hill School |
| Kotzas | Genevieve | Social Studies Teacher | Indian Hill School | Social Studies Teacher | W.R. Satz School |

Motion #49**Extra Level of Staffing 2022/2023 School Year**

| | <u>Last Name</u> | <u>First Name</u> | <u>Proportion</u> | <u>Location</u> |
|---|------------------|-------------------|-------------------|-----------------|
| A | Cantwell | Megan | 0.2 | HHS |
| B | Cogger | Laurence | 0.2 | Satz/HHS |
| C | Atherly | Susan | 0.2 | HHS |
| D | Kinch | Edward | 0.1 | HHS |
| E | Knice | Yeralis | 0.2 | HHS |
| F | Michaud | Suzanne | 0.2 | HHS |
| G | Picascia | Giulia | 0.1 | HHS |
| H | Taylor | Kathleen | 0.2 | HHS |
| I | Wang | Yongping | 0.1 | Satz/HHS |
| J | Barth | Melissa | 0.2 | Satz |
| K | Biccari | Lisa | 0.1 | Satz |
| L | Crimoli | Marissa | 0.1 | Satz |
| M | Bourlokas | Bette | 0.2 | Satz |
| N | Tetreault | Steve | 0.2* | Satz |
| O | Crowley | Chelsea | 0.2 | Satz |
| P | Flynn | Jennifer | 0.2 | Satz |
| Q | Saler | Daren | 0.2 | Satz |
| R | Suppa | Devon | 0.2 | Satz |

**Pro-rated from 9/6/22-9/30/22*

Approval of Mentor Appointments, 2022/2023

| Novice Teacher | Novice Payment | Location | Mentor |
|-----------------------|--|-----------------------------|------------------|
| Rosetti, Alexandra | \$550.00 | W.R. Satz School | Imbro, Lisa |
| Ahne, Anne | \$165.00 <i>(09/01/22-11/27/22)</i> | Village/Indian Hill Schools | Dempsey, Carol |
| Blaes, John | \$550.00 | Indian Hill School | Gabriele, Maria |
| Bucci, Kassandra | \$1,000.00 | Village School | Givens, Suzanne |
| Maccario, Angelica | \$110.00 <i>(09/01/22-11/02/22)</i> | Indian Hill School | Bennett, Karen |
| McCarthy, Melissa | \$1,000.00 | Village School | Cooke, Melissa |
| Melo, Maria | \$550.00 | Village School | Campbell, Stacey |
| Minze, Margaret | \$550.00 | Village School | Kerner, Randi |
| Morath, Jessica | \$550.00 | Indian Hill School | Frank, Katie |
| Muldoon, Nina | \$550.00 | Village School | Renfro, Kara |
| Portaro, Andrew | \$550.00 | High School | Menges, Melssa |
| Reinhardt, Hailee | \$550.00 | Village School | Pugielli, Kristy |
| Skinner, Timothy | \$550.00 | Indian Hill School | Boehmcke, Shawn |
| Sparacino, Caroline | \$220.00 | Village School | Moor, BethAnn |
| Sullivan, Victoria | \$600.00 <i>(09/01/22-03/08/23)</i> | Village School | Savare, Kristen |
| Taylor, Britany | \$1,000.00 | W.R. Satz School | Shea, Kristen |



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

Peaceful School Bus Ambassador

Enterprise Program

QUALIFICATIONS:

1. Possesses minimum of Bachelor's Degree.
2. Experience working with students in grades K-6.
3. Demonstrates successful experience in working with students.
4. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the program may find appropriate and acceptable.

REPORTS TO: Director of Community Programs and Student Transportation, or designated personnel.

JOB GOAL: To implement the Peaceful School Bus program by providing on-board safety reviews, behavior reinforcement and character building lessons to students in grades K-6.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance:

- a. Supports student bus riders in accordance with the design and implementation of the Peaceful School Bus activities and lessons developed for the program.
- b. Demonstrates a commitment to maintaining a safe and caring atmosphere on the school bus by effectively communicating student expectations and promoting safe behavior.

2. Child Management:

- a. Assesses on an on-going basis, areas in need of improvement for the bus communities.
- b. Maintains patience and understanding.

- c. Maintains order in a fair and just manner.

3. Planning:

- a. Collaborates with the Director of Community Programs and Student Transportation in the design and implementation of curriculum developed for the Peaceful School Bus Program.
- b. Prepares for activities assigned and shows evidence of preparation at all times.
- c. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement the Peaceful School Bus Program.

4. Community Relations:

- a. Establish cooperative relations through appropriate communication with school bus drivers and parents/guardians.
- b. Handles communications, incidents, etc., with discretion in a confidential, sensitive, conscientious manner.
- c. Attends the Peaceful School Bus program trainings and meetings as assigned by the Director of Community Programs and Student Transportation, or designated personnel.
- d. Participates in the annual Peaceful School Bus two-day event to be held in August.

5. Other Assigned Duties:

- a. Performs all other tasks and assumes such other duties as assigned by the Director of Community Programs and Student Transportation, or designated personnel.

TERMS OF EMPLOYMENT: Hourly ten (10) month position. Salary to be established by the program.

EVALUATION: Performance of this job will be evaluated annually.

SOURCE: Regular Board Meeting

DATE: August 31, 2022



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION PART TIME PRESCHOOL MUSIC TEACHER ENTERPRISE PROGRAM

QUALIFICATIONS:

1. Possesses minimum of Bachelor's Degree.
2. Possesses valid P-3 New Jersey Certification.
3. Demonstrates successful experience in working with children in a school or day care setting.
4. Demonstrates effective problem solving.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the program may find appropriate and acceptable.

REPORTS TO: Director of Community Programs and Student Transportation, or designated personnel

JOB GOAL: To deliver in-class group music and movement sessions for special education and general education preschool students ages 3-5.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance:

- a. Introduces small groups of children to the world of music using songs, simple instruments, and movement activities.
- b. Develops a foundation in rhythm and hand-eye coordination.
- c. Prepares lessons and experiences with the ability to differentiate based on student need.
- d. Maintains an environment that is conducive to participation and appropriate to the interests of the students.

2. Other Related Tasks:

- a. Performs all other tasks and assumes such other duties as assigned by the Director of Community Programs and Student Transportation, or designated personnel

TERMS OF EMPLOYMENT: Hourly ten (10) month position. Salary will be established by the program.

EVALUATION: Performance of this job will be evaluated annually.

SOURCE: Regular Board Meeting

DATE: August 31, 2022



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT FOR ACADEMICS AND OPERATIONS

QUALIFICATIONS:

- A. High school diploma required.
- B. Post-high school professional training required.
- C. Minimum five years of experience as a secretary or in a similar position.
- D. Proficiency in oral and written communication and interpersonal skills.
- E. Proficiency in the use of computer system and word processing software such as Outlook, PowerSchool, Microsoft Office, System 3000.
- F. Able to maintain confidentiality as required and appropriate.
- G. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
- H. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent, Academics & Operations; Director of Curriculum & Instruction

JOB GOAL: To ensure the smooth and efficient operation of the office of Assistant Superintendent, Academics & Operations; so that the office's maximum positive impact on the education of children can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

- a. Performs all secretarial and confidential work as assigned by the Assistant Superintendent, Academics and Operations and/or designee.
- b. Coordinates the efficient workflow of the school system relative to the responsibilities of the Assistant Superintendent, Academics and Operations .
- c. Maintains an administrative job calendar/tickler file and utilizes its contents to keep the Assistant Superintendent, Academics and Operations informed.
- d. Maintains a schedule of appointments for the Assistant Superintendent, Academics and Operations,

makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.

- e. Assists the Assistant Superintendent, Academics and Operations and/or designee in preparing reports required by law, administrative code and board policy.
- f. Prepares and processes purchase orders for Curriculum – related material (District Professional Development, PLC groups, Gifted and Talented). Process all NCLB orders for both public school and non public schools.
- g. Prepares motions for the agenda of the board meetings and complies/organizes related back-up materials for the Superintendent, makes arrangements and prepares materials for board committees/activities led by the Assistant Superintendent, Academics and Operations and/or designee.
- h. Makes arrangements and prepares materials for board committees/activities led by the Assistant Superintendent, Academics and Operations and/or designee.
- i. Processes all mail/correspondence for the Assistant Superintendent, Academics and Operations, maintaining appropriate records and filing mail/correspondence as needed.
- j. Places and receives telephone calls, records messages for the Assistant Superintendent, Academics and Operations follows up on telephone requests in accordance with the procedures established by the Assistant Superintendent, Academics and Operations.
- k. Duplicates and packages materials accurately and disseminates them promptly as directed.
- l. Maintains lists of Assistant Superintendent, Academics and Operations publications and memberships and renews as appropriate.
- m. Types mid-year and end-of-year administrative evaluations when needed. Maintains evaluation database for all certificated staff and disseminates to administrators on a regular basis.
- n. Types and disseminates board policy on curriculum issues in accordance with district procedures; maintains district policy manuals.
- o. Maintains the schedule of appointments for the Assistant Superintendent, Academics and Operations makes arrangements for meetings, conferences, interviews, and other activities.
- p. Types, duplicates and distributes curriculum documents, meeting minutes, agendas, communications for the Assistant Superintendent, Academics and Operations and/or designee to use as motions and back-up information for textbook adoptions, curriculum approvals and appointment of student teachers, as well as correspondence, reports, and other materials for appropriate audiences.
- q. Assists the Assistant Superintendent, Academics and Operations in organization and preparation of staff development days, courses, workshops and other activities and maintains a record of staff participation in the district's Staff Development Program.
- r. Assists the Assistant Superintendent, Academics and Operations and/or designee with the preparation of materials for and maintains accurate accounting system for yearly budget and account of monies spent for staff development.
- s. Assists the Assistant Superintendent, Academics and Operations and/or designee with the preparation and processing of purchase orders for curriculum-related materials; distributes materials to appropriate personnel when orders are received.
- t. Types grant proposals, maintains accurate accounting of all grant monies utilized and prepares reports as required in grant guidelines.
- u. Assists the Assistant Superintendent, Academics and Operations and/or designee with the designs of various forms and distributes to administrators/supervisors/district when consistency of projects is required (e.g., PDPs, Five-Year Plans, curriculum guides).
- v. Maintains database for Professional Development for district and provides this information for the board agendas for approval and processing.
- w. Assists the Assistant Superintendent, Academics and Operations and/or designee with the coordination of New Faculty Orientation; updates booklet/handouts; provides district informational packet; and organizes multi-day program.
- x. Assists the Assistant Superintendent, Academics and Operations and/or designee with the coordination of the annual Administrative Retreat booklets, speakers and organization of multi-day programs.

- y. Prepares paperwork for Student Teacher Program; acts as liaison between colleges and appropriate administrators by arranging interviews; provides motions for Board agenda with follow up as needed; and maintains database.
- z. Assists the Assistant Superintendent, Academics and Operations and/or designee with the annual testing reports as needed; maintaining matrices for district testing dates, and ordering testing materials when required for the schools and distributes practice testing materials to schools for teachers and students as needed.

As needed, assists the Superintendent's office with its daily operations, and completing special projects, such as the District Calendar, and/or other projects, that may be assigned by the Superintendent or Assistant Superintendent, Academics and Operations.

Maintains confidential files and correspondence for Affirmative Action cases processed by the Affirmative Action Officer.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Follows all guidelines as stated in the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.
- c. Demonstrates an openness to discuss and initiate suggestions.
- d. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- e. Makes efficient use of time and resources available.
- f. Provides well-organized, accurate work.
- g. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

3. Professional Development

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

4. School/Community Relations

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

5. Other

Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent, Academics & Operations and/or designee may assign.

TERMS OF EMPLOYMENT: Confidential position. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on

Evaluation of Non-Certificated Personnel and the contractual agreement with the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: August 31, 2022

SCHEDULE B - 2022/2023 SCHOOL YEAR

Board Agenda 8/31/22 - Motion #55

| Position | Season | Schedule B Location | Stipend | First Name | Last Name |
|--|---------------|----------------------------|----------------|-------------------|------------------|
| Art Club Advisor | Full | W.R. Satz School | \$ 1,439.00 | Nicole | Bayers |
| Co-Class Advisor (Gr. 9) | Full | Holmdel High School | \$ 1,920.00 | Melissa | Menges |
| Cross Country Assistant Coach | Fall | Holmdel High School | \$ 3,517.00 | Jonathan | Cole |
| Culinary Arts Club Advisor | Full | W.R. Satz School | \$ 1,439.00 | David | Heary |
| Soccer Freshman Assistant Coach - Boys | Fall | Holmdel High School | \$ 5,117.00 | James | Calhoun* |
| Tennis Assistant Coach JV(Girls)-High School | Fall | Holmdel High School | \$ 3,517.00 | Kevin | Chang |
| Transitions Advisor | Full | Holmdel High School | \$ 1,439.00 | Nicole | Dunne |

| Substitutes 2022/2023 | | |
|-----------------------|-------------|---|
| First Name | Last Name | Position(s) |
| Anne | Ahne | Substitute Teacher, Homebound Instructor |
| Eleni | Angelkos | Substitute Teacher, Substitute Clerical, Substitute Lunchroom Playground |
| June | Ares | Substitute Teacher |
| Heather | Behal | Substitute Clerical |
| Mary Jo | Beyer | Substitute Teacher |
| Robert | Bielan | Substitute Teacher |
| Saida | Bogdanovic | Substitute Teacher |
| Gregory | Brewer | Substitute Teacher |
| Michelle | Brock | Substitute Teacher |
| Valeria | Campo | Substitute Teacher |
| Jennifer | Carscadden | Substitute Teacher |
| Charles | Chelednik | Homebound Instructor |
| Lisa | Ching | Substitute Teacher |
| Robert | Costa | Substitute Teacher |
| Leslie | Costantino | Substitute Teacher, Substitute Monitor |
| Lisa | D'Achille | Substitute Teacher |
| Kameni | DeSilva | Substitute Bus Monitor |
| Manisha | Desphande | Substitute Teacher |
| Robert | Dickey | Substitute Teacher |
| Rita | Dinapoli | Substitute Teacher |
| Samina | Dutt | Substitute Bus Monitor, Substitute Clerical |
| Heather | Fok | Substitute Teacher |
| Amanda | Haddad | Substitute Teacher, Substitute Special Education |
| Sophia | Kalajian | Bus Monitor P/T |
| Jennifer | Kohler | Substitute Teacher |
| Theodore | Latman | Substitute Teacher |
| Angela | Lomangino | Substitute Teacher, Special Education Monitor |
| Sara | Malcom | Sub Clerical |
| Susan | Marsico | Sub Clerical |
| Rosa | Masotti | Substitute Bus Monitor, Substitute Special Ed Monitor |
| Alexis | Meiley | Substitute Clerical |
| Clarity | Morrison | Substitute Teacher |
| Edward | Moskal | Substitute Teacher, Homebound Instructor |
| Erica | Morstein | Substitute Teacher |
| Rachana | Pant | Substitute Teacher |
| Dominick | Petrizzo | Substitute Teacher |
| John | Quinn | Homebound Instructor |
| Deborah | Rosenthal | Substitute Teacher |
| Jaclyn | Ross | Substitute Teacher |
| Mandeep | Saini | Substitute Teacher |
| Mary | Satterfield | Substitute Clerical |
| Gary | Schetelich | Substitute Teacher |
| Nicholas | Shirley | Substitute Teacher |
| Hyeseong | Sung | Substitute Teacher |
| Ellen | Tesler | Substitute Clerical, Substitute Teacher |
| Monique | Van de Leuv | Substitute Teacher |
| MaryAnn | Viani | Substitute Bus Monitor |
| Dominique | Vitiello | Substitute Teacher |
| Ralph | Vuono | Substitute Teacher |
| Sally Ann | Walier | Substitute Teacher |
| Sai Lee | Wong | Substitute Teacher, Substitute Clerical, Substitute Special Education Monitor |
| Maureen | Ziznewski | Substitute Teacher |
| Dawn | Zolek | Substitute Teacher, Homebound Instructor |

