

**Holmdel Board of Education**  
**Budget & Finance Committee**  
**Meeting Notes – July 23, 2020 - 6:00 p.m.**

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**Board Members Present:** B. Foster Chair | M. Sockol | J. Collins

**Administrators Present:** L. Seitz, Interim Superintendent | M. Petrizzo, BA | K. Stromsland, Dir Plant Ops & Maint | L. Carducci, Dir of Com Prog & Stu Tranp | J. DeWysockie, ABA

**Guests:** Greyhawk Construction Manager, Spiegle Architects

**Meeting Location:** Zoom meeting

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1. Holmdel 2020 (Referendum) Update:

- Interior Renovations and Exterior Site Renovations (Village & Indian Hill School): At both Village and Indian Hill Elementary Schools, all work is completed with the following notation.
  
- Exterior Site Additions & Renovations and Interior Alterations (Satz & High School):
  - i. Satz Middle School
    - 1. Link: The Aluminum Storefront framing and installation of the glazing is complete. The new ductwork is nearing completion, with the HVAC unit to start next week. Lighting Fixtures are installed. The top coat of the roof is nearing completion.
    - 2. New Entrance: The Entrance stairs and sidewalk ramp have been completed and bollards installed in front of the stairs. The surrounding site will be regrading within a week, with survey mark-outs for new sidewalk locations. All interior rooms have received their respective floor and wall finishes. Casework has been installed in the Main Office, Conference Room Mail Room and Nurse's Suite. Previously wiring that was being installed for all required power and lighting, has been completed with the installation of light fixtures nearing completion. The roof-top HVAC unit has been started and the space is conditioned. The roof has received its final top finish with miscellaneous perimeter details needed to complete the roof.
    - 3. Science Labs (formerly Cyber Center): All plumbing and electric have been installed within the previously inspected walls at the new Science Labs and have received insulation and gypsum board. All the floor cutting needed for the new plumbing and electric, and subsequent patching have been completed in both the new and existing Science Labs.

The 100 Wing classrooms which had a conversion from masonry walls to steel stud walls, have been completed.

ii. High School

- 1. PE Wing: The majority of the work at the PE Wing has been completed, with the exception of the Lockers as noted below and miscellaneous finishes including the railing at the stairs and ramp. The arrival of the new Gym floor is scheduled during the first week in August.

The space has had the HVAC unit started and the space is currently conditioned.

All landscaping has been installed.

- 2. Main Entrance Canopy: All steel and decking have been completed. The installation of the brick columns has commenced along with the base roofing material.
- 3. Commons / Secure Vestibule: Interior masonry partitions defining the Secure Vestibule have been completed and the installation of the Storefront doors at the Secure Vestibule have commenced with the completion expected this week.
- 4. Media Center: All the required demolition within the Media Center has been completed and the new masonry partitions have been erected. The running of conduit and wiring through the new partitions is complete along with some of the wiring for power and lighting above the ceiling. Some of the ductwork within the space has commenced.

iii. High School & Satz:

1. Renovations & Miscellaneous:

- a. The Handicap modifications of the bleachers at Roggy Field have been completed.
- b. The new Astro-Turf at Roggy Field has been completed, as well as the new Track, including the most recent painting of the lanes and all ancillary markings.
- c. Lockers for both the new PE Wing at the High School and the Corridor lockers at Satz are scheduled to arrive during the first week of August and be installed within two weeks.
- d. New Curbing, previously designated in certain areas, along with some most recently assessed in need of replacement, has been completed and will be followed by the base course of asphalt paving this week. The top surface course of the asphalt is scheduled to be completed during the month of August to avoid any potential for damage while allowing for continued truck traffic towards the completion of the project.

2. Re-occupancy Assessment Update:

- Spiezele Architectural Group, in conjunction with Schiller Hersh Associates and Greyhawk Construction Management, performed a district wide Re-Occupancy assessment on best practices with respect to COVID-19 at all the facilities. The assessment was undertaken in an effort to identify possible opportunities for the district to consider and implement to potentially reduce the risk of exposure to and transmission of COVID-19. Please note the following press release regarding this matter;

Office of the Superintendent of Schools  
July 17, 2020

The Holmdel Board of Education Announces Plans to Mitigate Risks in Preparation for Re-Opening;

Upcoming School Board Meetings to Include Progress Reports

Holmdel Township Board of Education has partnered with Spiezele Architectural Group, Inc., Greyhawk Construction Management and Consulting, and Schiller and Hersh Associates, Inc., to conduct a district wide re-occupancy assessment in response to the COVID-19 outbreak and reopening our schools in September.

“We are proud to support the Holmdel Township Schools in their facility assessment,” said Steve Siegel, Principal at Spiezele Architectural Group, Inc. “They have been very forward-thinking in implementing new strategies, policies and procedures to provide a safer education to our community.”

Updates regarding the reopening plans will be provided to the Board at upcoming public meetings in July and August. The Board will schedule a special meeting to approve the reopening plan for submission to the State on August 12, 2020.

Throughout the duration of a four-week period, district administration and its consulting team, visited Holmdel High School, W. R. Satz Middle School, Indian Hill Elementary School, Village Elementary School, and the Holmdel Township Board of Education offices to assess the facilities, and develop an outline of strategies for the process of re-occupying the facilities while maintaining the health, safety and welfare of the students, staff, and general public.

These strategies include physical measures as well as policies and procedures which were developed under the regulations of the New Jersey State Governor’s Office Executive Orders, the recommendations of the Center for Disease Control and Prevention, and the New Jersey Department of Education’s Restart and Recovery Plan for Education.

The district will be updating various policies and procedures, and has made preparations to cover considerations including, but not limited to scheduling, athletics, and food services at each school. The primary measures being addressed at this time include:

- Implementing UV-C lighting for disinfecting after hours
- Installing bipolarization filtration units in HVAC systems
- Installing site signage and parking limitations
- Installing signage at school entries
- Installing thermal temperature detection devices at entries
- Installing physical barriers (such as sneeze guards) at vestibules, in main offices and in nurse offices
- Installing antimicrobial coatings on commonly used surfaces, such as doorknobs, push bars, railings, bathroom fixtures and playground equipment
- Installing directional decals on floors to separate hallways and indicate directions of travel for students, teachers and visitors
- Installing hand sanitizer dispensers in each classroom and key locations

- Adjusting the spacing of classroom and nurse office furniture for physical distancing
- Maintaining new, enhanced cleaning procedures
- Installing urinal partitions in men's and boy's restrooms
- Installing automatic paper towel and soap dispensers
- Providing the necessary and appropriate PPE
- Retro-commissioning the District HVAC systems

“We’re doing everything we can to ensure the safety of our students, faculty and staff,” says Dr. Lee Seitz, Interim Superintendent of Schools. “It is our hope that the strategies we’re taking will reduce the risks of exposure and transmission of COVID-19. The district will continue to provide updates and information as they become available.”

3. Transportations Services Update:

For the 2020/2021 school year, the district is in the process of finalizing the remaining public school transportation routes and the applicable resolutions for Bid #21-01 will be included on the 7/29/2020 agenda for approval. Regarding 2020/2021 non-public transportation routes, the district works with the Monmouth-Ocean Educational Services Commission (MOESC) to secure and coordinate non-public school transportation. MOESC performed 3 Bids (on 6/26/2020, 7/15/2020 and 7/27/2020) to secure the non-public school transportation routes, in compliance with state law, resulting in some non-public school routes securing transportation and other routes not receiving transportation. For the remaining routes, Ms. Carducci is actively working with transportation contractors to secure transportation and will notify the parents and/or guardians of the non-public school students by 8/1/2020 accordingly.

4. 2020/2021 Budget Update

The committee discussed the recently released guidance from the state regarding the 2020/2021 revised state aid along with administrations recommendation to ensure all instructional enhancements included with the approved budget continue to be implemented in the 2020/2021 school year.

5. Date and Time of next Committee Meeting: August TBD, 2020 at TBD.