



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA
REGULAR BUSINESS MEETING
HOLMDEL HIGH SCHOOL
JANUARY 31, 2024 6:00 P.M.
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

Mission Statement

The mission of the Holmdel Township School District is to provide a well-rounded and inclusive education that empowers all students to reach their full potential and thrive. We believe that excellence comes from building strong relationships, embracing a positive attitude toward growth, overcoming challenges with determination, and celebrating our unique differences. Through teamwork and cooperation, we aim to create an environment where students can succeed academically as life-long learners and responsible global citizens.

A. Call to Order

The Board of Education, Township of Holmdel, met in a Regular Business Meeting on Wednesday, January 31, 2024 at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 6:09 p.m. by Mr. Wall, Board President.

B. Open Public Meetings Act

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, Star Ledger, 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. Roll Call/Flag Salute

The following Board members were present: Mesdames: LoPresti and Tuccillo. Messrs: Wall, DiMare, Buckley, Libecci, Mann and Reddy. Absent: Dr. Collur. Also present, Dr. J. Scott Cascone, Superintendent of Schools and Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Kyle Trent, Board Attorney. Student Representatives to the Board, Ms. Anugna Parvateneni and Mr. Jack Powers were absent.

There was a motion to move Item I - William R. Satz Model UN Team Recognition to before Executive Session.

MOTION: Mrs. Tuccillo SECOND: Mr. Mann VOTE: 8-0
Absent: Dr. Collur

Dr. Cascone and Mrs. Simonelli presented a Certificate of Recognition to each student on the William R. Satz Model UN Team.

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D. Resolution for Executive Session

WHEREAS, the Open Public Meetings Act, specifically N.J.S.A. 10:4-12b, permits a public body to go into an Executive (Closed) Session during a public meeting to discuss certain matters specified in the statute; and

WHEREAS, the Board of Education has determined that it is necessary to go into an Executive Closed Session to discuss matters relating to certain items as permitted by N.J.S.A. 10:4-12b;

THEREFORE, BE IT RESOLVED, by the Board of Education of the Township of Holmdel that it shall adjourn into Closed Session at this time to discuss the following subject matter(s) without the presence of the public in accordance with the provisions of N.J.S.A. 10:4-12b and 10:4-13:

1. Student matters
2. Personnel matters
3. Matters falling within the attorney-client privilege

BE IT FURTHER RESOLVED, it is not yet possible to determine when the matters discussed in Closed Session will be made public; the matter(s) discussed will be made known to the public at such time as appropriate action is taken on said matter(s), and when disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Board of Education, provided such disclosures will not violate Federal, State, or local statutes or regulations and do not fall within the attorney-client privilege.

MOTION: Mr. Mann SECOND: Mr. Reddy VOTE: 8-0
Absent: Dr. Collur

At 6:27 p.m., the meeting moved to Executive Session.

E. Motion to Return to Public Session

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

At 7:10 p.m., the meeting returned to public session.

F. Call to Order

The Board of Education, Township of Holmdel, met in a Regular Business Meeting on Wednesday, January 31, 2024 at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:10 p.m. by Mr. Wall, Board President.

G. Opening Statement

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.

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- 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.

H. Roll Call/Flag Salute

The following Board members were present: Mesdames: Collur, LoPresti and Tuccillo. Messrs: Wall, DiMare, Buckley, Libecchi, Mann and Reddy. Also present, Dr. J. Scott Cascone, Superintendent of Schools and Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Kyle Trent, Board Attorney. Student Representatives to the Board, Ms. Anugna Parvatneni and Mr. Jack Powers were present and both left the meeting at 7:56 p.m. and did not return.

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

- William R. Satz Model UN Team Recognition – Dr. J. Scott Cascone and Mrs. Chantal Simonelli (moved to before Executive Session)
- School Board Recognition Month Certificate Presentation – Dr. J. Scott Cascone and Mr. Arthur Howard presented each Board of Education member with a Certificate of Appreciation.

J. 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

K. Report of the Superintendent

Dr. Cascone reported out following current enrollment numbers and then provided his report.

Village: 818	Indian Hill: 623
Satz: 494	High School: 967

I just want to speak a little bit about a presentation that we had last Thursday, January 25th. Detective John Maguire and School Resource Officer, Michael Nolan presented to a group of parents, and thank you to all of the parents and guardians who attended, we had a pretty good turnout... I would say between 30 and 40 parents who came in person. They presented on Cyber Safety and shared a number of important tips. That video of which was also shared via my letter and I will continue to share that in case you missed it in that

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section of the letter so that people can access that. They will be continuing to provide student presentations at Satz School in the upcoming months. So, thank you to our partners at the Holmdel Police Department. We continue to put in place interventions and education to try and combat what we know can be a problematic digital environment for our students. So, again, thank you to them and thank you to Vice President DiMare who also attended as a parent and as a Board Member.

The lion's share of this Superintendent's Reports is to provide some key updates regarding several of the 2023-2024 District Goals. District Goal Number One, which relates to implementing a systems-based positive behavioral student support program, is in full swing, as all the district schools have embraced the "Live Holmdel Blue" initiative. This initiative has four tenets: Be Respectful, Live Responsibly, Uphold Fairness, and Embrace Citizenship. Mr. Howard and the District Culture and Climate team have been in the process of evaluating various research-based character education programs for inclusion in classroom instruction and curriculum. This will ensure that the larger district and school cultural and climate norms are being reinforced consistently in the classrooms as well. The focus of next year will be intensive professional development for all teachers on the program, with full implementation in the classroom as per the strategic action plan in the 2025-2026 school year.

Goal Number Two focuses on finalizing the research process with respect to aligning the middle and high school schedules, thereby creating a later start time for the high school for implementation in September of 2024. Discussed publicly in previous conversations, the district has confirmed the feasibility of the revised start times for the district schools, most notably pushing the high school start time back to 8:00, and aligning the Satz and high school schedules, including start and end times. The community's sentiment for this change was positive, as evidenced by, among other things, the feedback gathered at the public forum held earlier in the fall. The district is now in the process of solidifying additional details, including but not limited to any contractual modifications, which will need to be agreed upon with the local education association, the sending out of transportation bids, as well as addressing traffic flow. Coincidentally, you will note that representatives from the district's architects of record, Spiezle, are here tonight to speak under New Business and will be discussing with the board the completion of a feasibility study for the modification of the ingress and egress to the middle school and high school complex. This feasibility study is utilizing a 2019 traffic study commissioned by the Board of Education.

Finally, with respect to Goal Number Five, which is to complete all goals and action steps outlined for completion in year one of the five-year strategic plan by June 2024, the district is preparing to launch a digital public-facing dashboard. This dashboard will provide real-time updates for the community on the status of the various action steps. At a forthcoming Board of Education meeting, the district administration and I will present a detailed report for the community on the status of the year-one initiatives.

That concludes my update for this evening, Mr. President, which I respectfully submit into the record.

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

MOTION: Show of Hands to Accept – All Approved

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

Dr. Cascone submitted into the record the HIB report as presented to the Board in Closed Executive Session.

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M. Questions or Comments from the Public on Action Items Only – None

N. Action Items

• **Approval of Minutes**

1. Approval of Minutes – Closed Executive Session - December 6, 2023

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – December 6, 2023.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

2. Approval of Minutes – Committee of the Whole Meeting – December 6, 2023

Resolved: That the Board approve the minutes of the following meeting: Committee of the Whole Meeting – December 6, 2023.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

3. Approval of Minutes – Closed Executive Session - December 13, 2023

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – December 13, 2023.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

4. Approval of Minutes – Regular Business Meeting – December 13, 2023

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – December 13, 2023.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

• **Policy**

5. Approval of First Reading of Policy

Resolved: That the Board approve the following policy hereby designate as first reading as per attachment.

P2365 Artificial Intelligence Systems and Tools

Discussion: Dr. Cascone provided an overview of how the policy was developed. Mr. Wall provided additional information/comments on this policy.

MOTION: Mrs. Tuccillo SECOND: Mr. Buckley VOTE: 9-0

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• **Superintendent’s Recommendations**

6. Approval of Professional Development, District Personnel

Resolved: That the Board approve the professional development activities/meetings, as authorized by the Superintendent under Policy 6471 School District Travel, and in accordance with Regulation 6471 School District Travel, as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

7. Approval of Student Trips

Resolved: That the Board approve the list of student trips and the educational objectives, itineraries, rules and regulations set forth for each that are on file in the Office of the Superintendent of Schools and the Office of the appropriate school Principal.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

8. Approval of Staff Members to Lead Professional Development Workshops for Staff on February 12, 2024

Resolved: That the Board approve the following staff members to lead professional development workshops for staff on February 12, 2024 at \$75 per hour, not to exceed 1 hour each.

Name	Rate Per Hour (Not to Exceed 1 Hour)
Angela Gesumaria	\$75.00
Jennifer Polinger	\$75.00
Colin Hart	\$75.00

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

9. Approval of Make Math Moments for the 2024/2025 School Year

Resolved: That the Board approve Make Math Moments, supporting the development and implementation of a 6-step mathematics professional learning plan for the 2024/2025 school year.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

10. Approval of District Staff Participation in Doctoral Research

Resolved: That the Board approve the following staff member to conduct a doctoral research study - Challenging Standard Language Ideologies: A Design-Based Research Study of Critical Language Awareness in the L2 Spanish Classroom for the 2023/2024 school year.

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Name	University/ Institution	Program/Area of Study	Supervisor	Location
Chelsea Crowley	Rutgers	Ed D Program Graduate School of Education/Design of Learning Environments	Chantal Simonelli	W.R. Satz School

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

11. Approval of Student Teacher/Clinical Practice/Observations/Field Experience

Resolved: That the Board approve the following Student Teacher/Clinical Practices/Observations/Field Experiences for the 2023/2024 school year as follows:

Student Name	College/ University	Type of Placement	Teacher Supervisor	School	Date Needed
Ashley Rodriguez	Monmouth University	Math Special Education	Maria Gabriele	IHS	Spring 2024 40 hours
Garret Hilsheimer	Kean University	Physical Education Observation	Chris Arecchi	HS	Spring 2024 25 hours

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

12. Approval of Home/Hospital Instruction

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

SID	Services	Classification	Start Date	End Date	Cost Per Hour
3146990128	Home Instruction	n/a	1/2/2024	1/24/2024	\$60
6833185976	Hospital Instruction	n/a	1/9/2024	1/23/2024	\$60
8562852971	Home Instruction	n/a	1/23/2024	2/16/2024	\$60
3742533607	Home Instruction	n/a	1/19/2024	1/26/2024	\$60
9154564759	Home Instruction	AUT	1/16/2024	3/16/2024	\$60
6947146874	Home Instruction	n/a	1/23/2024	3/19/2024	\$60

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

13. Approval of Student Placements

Resolved: That the Board approve the placement of the following students at the facilities listed for the 2023/2024 school year as follows:

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SID	Placement	Classification	Start Date	Cost
7266127959	Bergen County Special Services	PSD	12/11/2023	\$57,970.36
1139561488	Collier High School	ED	1/22/2024	\$35,770.00

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

14. Approval of TechAbilities Consulting, LLC for the 2023/2024 School Year

Resolved: That the Board approve the following services provided by TechAbilities Consulting, LLC for the 2023/2024 School Year as follow:

Service	Cost
Augmentative Communication Evaluation	\$1,000.00 per Evaluation
Assistive Technology Evaluation	\$875.00 per Evaluation
Assistive Technology/Augmentative Communication Consult	\$150.00 per hour
Speech-Language Consult/Speech-Language Therapy	\$125.00 per hour
Assistive Technology / AAC General Training	\$175.00 per hour (minimum 2 hours)

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

15. Approval of Sireesha Kolli, MD for the 2023/2024 School Year

Resolved: That the Board approve the following services provided by Dr. Sireesha Kolli for the 2023/2024 school year:

Service	Cost
Psychiatric Evaluation	\$500.00
Psychiatric Follow-up (Up to 15 minutes)	\$200.00
Psychiatric Follow-up (Up to 30 minutes)	\$300.00
Psychiatric Follow-up (Up to 45 minutes)	\$400.00

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

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16. Approval of Speech Start, LLC for the 2023/2024 School Year

Resolved: That the Board approve the following services provided by Speech Start, LLC for the 2023/2024 school year as follows:

Service	Cost
Speech / Language Evaluation	\$600.00

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 8-0-1
 Abstain: Mrs. Tuccillo

17. Approval of Affirmation of HIB Incident(s)

Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-15(b)(6)(c), at its meeting on December 13, 2023, the Superintendent reported the following HIB Incident(s) to the Board;

- A. 254997_HHS_11142023
- B. 254971_WSM_11142023

Now, therefore, be it Resolved, that the Board approve the issuance of a written decision affirming the determination in the student HIB investigation.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 7-0-2
 Abstain: Mr. Libecchi and Mrs. LoPresti

18. Acceptance of Retirement, Physical Education Teacher, Indian Hill School

WHEREAS: Mr. Christopher Wagner has served the Holmdel Township Public Schools with distinction since January 22, 1997 and,

WHEREAS: Mr. Wagner has faithfully executed his duties with skill and competency; and,

WHEREAS: Mr. Wagner has earned the respect of his colleagues and community residents; and,

WHEREAS: Mr. Wagner has submitted a letter announcing his retirement from the Holmdel Township School District, effective February 1, 2024

NOW THEREFORE BE IT RESOLVED:

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

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

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19. Acceptance of Retirement, Elementary Teacher, Village School

WHEREAS: Ms. Rebecca Waddell has served the Holmdel Township Public Schools with distinction since January 4, 1998 and,

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

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

WHEREAS: Ms. Waddell has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2024

NOW THEREFORE BE IT RESOLVED:

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

MOTION: Mrs. Tuccillo SECOND: Mr. Buckley VOTE: 9-0

20. Acceptance of Retirement, Elementary Teacher, Indian Hill School

WHEREAS: Mr. Michael Kelly has served the Holmdel Township Public Schools with distinction since September 1, 1998 and,

WHEREAS: Mr. Kelly has faithfully executed his duties with skill and competency; and,

WHEREAS: Mr. Kelly has earned the respect of his colleagues and community residents; and,

WHEREAS: Mr. Kelly has submitted a letter announcing his retirement from the Holmdel Township School District, effective July 1, 2024

NOW THEREFORE BE IT RESOLVED:

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

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

21. Acceptance of Retirement, Custodian, W.R. Satz School

WHEREAS: Mr. Franklin Carter has served the Holmdel Township Public Schools with distinction since February 14, 2002 and,

WHEREAS: Mr. Carter has faithfully executed his duties with skill and competency; and,

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WHEREAS: Mr. Carter has earned the respect of his colleagues and community residents; and,

WHEREAS: Mr. Carter has submitted a letter announcing his retirement from the Holmdel Township School District, effective February 1, 2024

NOW THEREFORE BE IT RESOLVED:

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

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

22. Acceptance of Retirement, Paraprofessional, Village School

WHEREAS: Ms. Deborah Cascella has served the Holmdel Township Public Schools with distinction since September 1, 2014 and,

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

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

WHEREAS: Ms. Cascella has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2024

NOW THEREFORE BE IT RESOLVED:

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

MOTION: Mr. Buckley SECOND: Mrs. Tuccillo VOTE: 9-0

23. Acceptance of Resignation, Lunchroom/Playground Aide, Indian Hill School

Resolved: That the Board accept the resignation of Michele Oldhafer, Lunchroom/Playground Aide, Indian Hill School, effective January 19, 2024

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

24. Approval of Leaves of Absence

Resolved: That the Board approve leaves of absence as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

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25. Approval of Extension of Appointment, Temporary Leave Replacement, Special Education, Indian Hill School
- Resolved: That the Board approve to extend the appointment of Amy Deutschmeister, Temporary Leave Replacement, Special Education Teacher, Indian Hill School, at a salary of step 1-2 (1) MA, \$70,450.00, prorated, effective January 24, 2024 through March 26, 2024. [N. Clifton – LOA]
- MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0
26. Approval of Extension of Appointment, Temporary Leave Replacement, Elementary Teacher, Village School
- Resolved: That the Board approve to extend the appointment of Jillian Hunt, Temporary Leave Replacement, Elementary Teacher, Village School, at a salary of step 3-4BA (3), \$62,850.00, prorated, effective February 3, 2024 through March 1, 2024. [LOA – E. Kruger]
- MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0
27. Approval of Appointment, Temporary Leave Replacement, Elementary Teacher, Village School
- Resolved: That the Board approve the appointment of Jillian Hunt, Temporary Leave Replacement, Elementary Teacher, Village School, at a salary of step 3-4BA (3), \$62,850.00, prorated, effective March 4, 2024 through June 11, 2024. [LOA – L. Bradfield]
- MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0
28. Approval of Appointment, Physical Education Teacher, Indian Hill School
- Resolved: That the Board approve the appointment of John Venturi, Physical Education Teacher, Indian Hill School, at a salary of step 1-2 MA (1), \$70,450.00, prorated, effective February 1, 2024 through June 30, 2024. [C. Wagner – Retirement]
- MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0
29. Approval of Appointment, Nurse, W.R. Satz School
- Resolved: That the Board approve the appointment of Casey Schulhafer, Nurse, W.R. Satz School, at a salary of step 5-6BA(6), \$65,050.00, prorated, effective on or before April 8, 2024 through June 30, 2024. [C. Yi – Resignation]
- MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

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30. Approval of Appointment, Lunchroom/Playground Aide, Indian Hill School

Resolved: That the Board approve the appointment of Melissa Veliz, Lunchroom/Playground Aide, Indian Hill School, at a salary of step 1, \$20.62 per hour, 2.75 hours per day, 5 days a week, effective on or before February 1, 2024 through June 30, 2024. [M. Freire – Resignation]

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

31. Approval of Appointment, Temporary Leave Replacement, Interventionist, W.R. Satz School

Resolved: That the Board approve the appointment of Samantha Barret, Temporary Leave Replacement, Interventionist, W.R. Satz School, at a salary of step 1-2 MA (1), \$70,450.00, prorated, effective February 1, 2024 through June 14, 2024, pending criminal history review. [M. Caliendo – LOA]

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

32. Approval of Appointment, Temporary Leave Replacement, Special Education Teacher, Village School

Resolved: That the Board approve the appointment of Margaret Walsh, Temporary Leave Replacement, Special Education Teacher, Village School, at a salary of step 1-2 BA (1), \$61,650.00, prorated, effective February 2, 2024 through June 11, 2024, pending criminal history review. [J. Wylam – LOA]

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

33. Approval to Amend Extra Level of Staffing

Resolved: That the Board approve to amend the extra level of staffing as follows:

Last Name	First Name	Proportion*	Dates
Halpin	Nicole	0.2	12/15/23-03/27/24
Tran-Carrie	Maria	0.2	12/15/23-03/27/24
Palma	Ann	0.2	12/15/23-03/27/24
Harrington	Adam	0.2	12/15/23-03/27/24

**Prorated*

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

34. Approval of Extra Level of Staffing

Resolved: That the Board approve the following staff members for an extra level of staffing as follows:

Last Name	First Name	Proportion*	Dates
Andersen	Lauren	0.2	01/17/24-02/08/24

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Hyland	Amanda	0.2	01/22/24-02/08/24
Saler	Daren	0.2	01/17/24-02/08/24
Picascia	Giulia	0.2	12/15/23-03/27/24
Schulhafer	Casey	0.1	04/08/24-06/30/24

**Prorated*

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

35. Approval of Salary Adjustments

Resolved: That the Board approve salary adjustments as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

36. Approval of Change in Location, Paraprofessional

Resolved: That the Board approve the change in location effective February 2, 2024 through June 30, 2024, as follows:

Last Name	First Name	Position	Location From	Location To:
Johnson	Tonya	Paraprofessional	W.R. Satz	Village School

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

37. Approval of Appointment, Program Coordinator, Extra Hours

Resolved: That the Board approve the appointment of a staff member for extra hours as Program Coordinator effective retroactive from January 2, 2024 through June 30, 2024, funded by Title IV, Part A, as follows:

Last Name	First Name	Location	Position	Hourly Rate
Jusinski	Gregory	Indian Hill School	Peer Leaders in Training, Program Coordinator	\$48.00

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

38. Approval of Schedule B Appointments

Resolved: That the Board approve the following Schedule B appointment effective February 1, 2024:

Position	Season	Last Name	First Name	Stipend*
National Business Honor Society	Full Year	Guastella	Salvatore	\$1,511.00

**Prorated*

AGENDA
REGULAR BUSINESS MEETING
HOLMDEL HIGH SCHOOL
JANUARY 31, 2024 6:00 P.M.
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

39. Approval of Appointment, Volunteers

Resolved: That the Board approve the following volunteers effective February 1, 2024:

Last Name	First Name	Position	Location
Ilvento	James	Winter Wrestling Team	Holmdel High School
Natarajan	Rama	Technology Student Assoc. Advisor (TSA)	W.R. Satz School

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

40. Approval of Appointment, Day-to-Day Substitutes, 2023/2024 School Year

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

Last Name	First Name	Substitute Position(s)	Effective Dates
Calia	Linda	Bus Monitor	02/01/2024
Maldonado	Nibia	Lunch Aide/Bus Monitor	02/01/2024
Veliz	Melissa	Bus Monitor	02/01/2024

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

41. Approval of Settlement Agreement with the Holmdel Township Education Association

Resolved: That the Holmdel Board of Education approves the settlement agreement with the Holmdel Township Education Association in the NJ Public Employment Relations Commission proceeding filed under Docket No. CO-2021-155, and authorizes its President to execute same on behalf of the Board.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

• **Business Administrator’s Recommendations**

Business Administrator/Board Secretary’s Certification

Michael R. Petrizzo, School Business Administrator/Board Secretary, certifies that no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

42. Approval of Business Administrator/Board Secretary’s Financial Report – November 30, 2023

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending November 30, 2023 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

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 REGULAR BUSINESS MEETING
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 JANUARY 31, 2024 6:00 P.M.
 PUBLIC MEETING APPROXIMATELY 7:00 P.M.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

43. Approval of Treasurer’s Financial Report – November 30, 2023

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending November 30, 2023 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report approved is in agreement with the report of the Business Administrator/Board Secretary.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

44. Acceptance of Non-Monetary Donation from the Holmdel High School Diamond Club (HHSDC)

Resolved: That the Board accept, with gratitude, a non-monetary donation from the Holmdel High School Diamond Club (HHSDC) of a Junior Hack Attack Baseball Pitching Machine, at a cost not to exceed \$2,599.00.

MOTION: Mrs. Tuccillo SECOND: Mr. Buckley VOTE: 9-0

45. Acceptance/Approval of Additional 2023/2024 Chapter 192-193 Funding

Resolved: That the Board accept/approve additional funding under the provision of Chapter 192-193 (2023/2024) as on file in the Business Office:

Chapter 192-193 Services	Amount
Additional Chapter 192-193 Funding	\$2,561.00
Revised 2023/2024 Entitlement (12/27/2023)	\$335,922.00

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

46. Approval of Bills Payment – January 31, 2024

Resolved: That the Board approve payment of the January 31, 2024 regular bills list in the amount of \$1,794,853.44 and as certified and approved.

MOTION: Mrs. Tuccillo SECOND: Mr. Reddy VOTE: 9-0

O. Old Business

1. Traffic Study – Ulka Panchal, Project Manager from Spiegle Architects and Trevor Taylor, Civil Engineer from CME Associates provided an overview of the proposal based on the Traffic Study performed by Dolan & Dean in 2019. The Board discussed this proposal and agreed the Township should pay for this analysis and should be notified accordingly. However, the majority of the Board agreed to move forward with this analysis if the Township doesn’t pay for anything.
2. Mrs. Tuccillo referenced an inquiry from the last meeting and stated that 65% of students at the High School participate in High School sports (not including Spring sports). This discussion was a result of

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the discussion on adding lights to the new field with the District splitting the cost of the lights with the Township.

3. Mrs. Tuccillo also advised that, as per the Report Card, 20% of our student body goes to a 2-year college.
4. Mr. Libecchi and Dr. Collur provided an overview of their review of all of the school's cafeteria and food service program. They had a positive experience with representatives from Chartwells and will be working together to reduce unhealthy options, place a larger emphasis on more nutritional options and begin to incorporate an education component as part of the process. Dr. Collur provided additional comments on their visit and added some possible options regarding healthier offerings and promotional days. Mr. DiMare made follow-up comments in support of Dr. Collur and Mr. Libecchi's findings and the suggested improvements.

P. New Business

1. Mr. Reddy referenced the Wrestling Team with a big win over Hazlet and stated this evening, the Board approved a Volunteer (Mr. Ivento) who will be a valuable asset to the program.
2. Mr. Reddy referenced the Hockey Team's challenging season and last night's win over Wall and shared they raised \$6,000 for cancer and may make states and the Shore Conference Tournament.
3. Mr. Reddy referenced the High School Course Book and asked if it is still available in hard copy (printed booklet).
4. Mr. Reddy inquired about the status of the Cardiac Screening program. Dr. Cascone shared that Mr. Casale has identified a provider and is finalizing the logistics for that program to be held in March.
5. Mr. DiMare provided an update regarding the Policy Committee and shared the 2024 Committee Members are himself, Mrs. Tuccillo, Mrs. LoPresti and Mr. Wall. He indicated the Committee was unable to meet in January and scheduled to meet on February 14th to review policies and discuss the possibility of leaving Strauss Esmay and taking a look at New Jersey School Boards Association services and will provide an update at the next meeting.

Q. Questions or Comments from the Public

- Mrs. King, HTEA President, thanked the Board, Dr. Cascone and Mrs. Jaume for their hard work in getting the settlement completed. She also referenced the discussion earlier in the evening and stated that she 100% supports the creation of a drop-off lane at the high school.

R. Executive Session (if required) – N/A

S. Adjournment

Board President Wall called for a motion to adjourn the meeting. Mr. Reddy motioned, Mrs. Tuccillo seconded and by a unanimous voice vote, the meeting adjourned at 8:56 p.m.

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HOLMDEL HIGH SCHOOL
JANUARY 31, 2024 6:00 P.M.
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

Respectfully Submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary

ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS

USE OF ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS

In recognition of the rapidly evolving landscape of technology and its profound impact on the educational environment, the Holmdel Township School District (“District”) acknowledges the need to integrate and regulate the use of publicly available applications driven by generative Artificial Intelligence systems and tools, including ChatGPT, Bard, Grok, and other similar applications that mimic human intelligence to generate answers, work product or perform certain tasks (“AI”), within our educational system. The introduction of AI offers unprecedented opportunities for enhancing teaching methods, expanding learning resources, and fostering innovative educational experiences. However, AI also presents unique risks, challenges, and responsibilities, particularly in terms of ethical use, data privacy and security, and the accuracy and integrity of academic work.

This Policy applies to all students, teachers and professional staff and governs all use of AI technology in any setting or context in the District. This Policy serves to responsibly harness the potential of these AI technologies but also safeguards the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to (i) prepare our students, teachers, and professional staff for the evolution of AI and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the learning experience while upholding the District’s educational standards and values.

This Policy is based on the core principals and recommendations listed below and published by the *U.S. Department of Education* and the *Blueprint for an AI Bill of Rights* published by the *White House* (available for review at the hyperlinks provided in the “Resources” section of this Policy):

- (1) AI systems and tools must respect data privacy and security.
- (2) AI is not a substitute for human judgment. Humans must be in the loop.
- (3) AI systems and tools must align with the District’s collective vision for high-quality learning.
- (4) AI systems and tools must be inspectable, and explainable, and provide human alternatives to AI-based suggestions and where appropriate, require professional or human judgment.
- (5) Safeguards are essential to use of AI systems and tools to minimize bias, promote fairness, and avoid additional testing time and burden for students and teachers.
- (6) The use of AI systems and tools by students, teachers and professional staff must account for the context of teaching and learning and must work well in educational practice, given variability in students, teachers, and settings.
- (7) The use of AI systems and tools must be safe and effective for students. AI systems and tools must include algorithmic discrimination protections, protect data privacy, provide notice and explanation, and provide recourse to human users when problems arise.



ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS

Student Use Guidelines:

Certain assignments may permit or even encourage the use of AI systems and tools. When AI use is permissible, it will be clearly stated in the assignment or specified by the teacher. Otherwise, the default rule is that the use of AI is not permitted. For assignments where AI is allowed, AI use must be appropriately acknowledged and cited. It is each student's responsibility to assess the validity and applicability of any AI output that is submitted with an assignment. Students may not earn full credit if inaccurate or invalid information or substantial reliance on AI is found in their work. Deviations from these guidelines or violations of this Policy will be considered violations of the District's academic integrity Policy.

- (1) Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, students should be mindful that AI is prone to "hallucinations", false answers/information, or outdated information. Accordingly, AI can generate erroneous, misleading, and/or biased information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must verify that any response from an AI tool that they intend to rely on or use is appropriate, not biased, not a violation of any other individual or entity's property or privacy rights, and consistent with the District's academic policies.
- (2) Students should treat every bit of information provided to an AI tool as if it will go viral on the Internet, attributed to the Student, regardless of the settings selected within the tool (or the assurances made by its creators).
- (3) Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.
- (4) While students are allowed to consult AI for ideas, essay outlines, and feedback on written work, students must write in their own words in essays, lab reports, and other writing assignments. Copying content from AI and presenting it as the student's own work is strictly prohibited.
- (5) In cases where a student incorporates words, thoughts, claims, and/or data not created by the student themselves into writing assignments, it is mandatory to cite reliable sources of information such as textbooks, scientific papers, and reputable educational websites. Citing any AI source as a primary source of information is not permitted.
- (6) Unless instructed otherwise, essays and other writing assignments must be completed on a Google Doc, with the complete version history available to the teacher.
- (7) Students' essays and other writing assignments will be subjected to scrutiny by AI detection tools to identify content generated by AI. Should such content be detected, the teacher may require the student to complete an oral examination or revise the assignment to remove the content generated by AI.



ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS

- (8) Offenses or violations of this Policy will be addressed by the teacher and professional staff. As appropriate and on a case by case basis (based on the nature of the offence or violation), the Board of Education will be consulted and the District's plagiarism policy and the applicable school's code of conduct will also be applied.

Staff Use Guidelines:

- (1) Teachers and professional staff may consult AI for ideas, outlines and to enhance the educational experience, such as supplementing lesson plans, providing differentiated instruction, and aiding in curriculum development. However, copying content from AI and presenting it as one's own work is strictly prohibited. Teachers and professional staff must write in their own words and inform their supervisor when they have used AI to help perform a task or complete a deliverable.
- (2) In cases where a teacher or member of the professional staff incorporates words, thoughts, claims, and/or data they did not create themselves into a District deliverable, it is mandatory to cite reliable sources for the information such as textbooks, scientific papers, and reputable educational resources. Citing any AI source as a primary source of information is not permitted.
- (3) AI tools are prone to "hallucinations," false answers or information, or information that is stale, and therefore responses and content must always be carefully verified before used for District or educational purposes.
- (4) Teachers and professional staff must ensure that their use of any AI tool (i) complies with applicable laws such as those governing data and student privacy and District policies, including, without limitation, those regarding student information and (ii) does not violate any other individual or entity's intellectual property or privacy rights.
- (5) Teachers and professional staff should treat every bit of information they provide to an AI tool as if it will go viral on the Internet, attributed to them or the District, regardless of the settings selected within the AI tool (or the assurances made by its creators).
- (6) Teachers and professional staff should not upload or input any confidential, proprietary, or sensitive information, including any such District information into any AI tool. Examples include passwords, personal information such as names, likeness, social security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public District documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public District information that might be harmful to the District if disclosed.
- (7) Teachers and professional staff should guide students in using AI responsibly, emphasizing the importance of academic integrity and the risks of (i) plagiarism and (ii) over-reliance on AI for academic work.



ARTIFICIAL INTELLIGENCE SYSTEMS AND TOOLS

- (8) Teachers and professional staff should carefully evaluate the appropriateness of AI for educational purposes on a case by case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.
- (9) Teachers and professional staff should not integrate any AI tool with District software without first receiving specific written permission from their supervisor.
- (10) Teachers and professional staff must supervise students' use of AI to ensure it is being used appropriately and constructively in the learning process.
- (11) Teachers who suspect plagiarism or use of AI that violates District Policy [5701 - Academic Integrity](#) should first have a conversation with the student to ensure they understand expectations for acceptable use. Teachers should consult with administration to ensure an appropriate investigation is conducted. AI detection tools should NEVER be the ONLY source of information relied upon in an investigation when a teacher believes AI has been used in violation of this Policy.
- (12) Violating this Policy may result in disciplinary action, up to and including immediate termination, and could result in legal action. Concerns that someone has violated this Policy should be reported to the appropriate supervisor.

Students, Teachers and Professional Staff must continue to comply with and use AI resources in accordance with all District Policies. The District reserves the right to modify this Policy at any time without notice.

Resources

[UNESCO: AI and Education: Guidance for Policy Makers](#)

[US Department of Educational Technology](#)

[Policy Guidance in Secondary Schools](#)

[Blueprint for an AI Bill of Rights](#)

[Peninsula School District](#)



						January 31, 2024 - Motion #06
	Date	Name	Location	Professional Development Activities/ Meetings	City, State	Cost/Fees
a.	3/18-20/2024	Arciero, J	HHS	Women's Leadership Conference 2024	Somerset, NJ	\$419.00**
b.	1/31/2024	Bennett, K	Indian Hill	Savvas Learning Complimentary K-12 Event	Somerset, NJ	\$24.86
c.	3/6 & 3/13/ 2024	Buerck, L	Indian Hill	NJIDA/NJSHA Speech to Print or Print to Speech?	Virtual	\$99.00
d.	2/7/2024	Campbell, S	Village	Help Students Learn to Write Well	New Brunswick, NJ	\$180.00
e.	3/12-15/2024	Casale, M	HHS	DAANJ State Conference	Atlantic City, NJ	\$795.25
f.	3/15/2024	Gallo, L	Indian Hill	NJSSNA Conference	New Brunswick, NJ	\$249.00
g.	1/31/2024	Hartman, J	Indian Hill	Savvas Learning Complimentary K-12 Event	Somerset, NJ	\$24.86
h.	1/23/2024	Imbro, L	W.R. Satz	Social Emotional Character Development	New Brunswick, NJ	\$23.41
i.	3/18-20/2024	Irwin, J	District	Women's Leadership Conference 2024	Somerset, NJ	\$419.00*
j.	1/31/2024	Lazarchick, D	W.R. Satz	Math Symposium SAVVAS	Somerset, NJ	\$26.51
k.	1/31/2024	Macaluso, M	Indian Hill	Savvas Learning Complimentary K-12 Event	Somerset, NJ	\$24.86
l.	2/27/2024	McCafferty, C	W.R. Satz	Introduction to Python	Galloway, NJ	\$58.37
m.	3/6 & 3/13/2024	McMahon, L	Indian Hill	NJIDA/NJSHA Speech to Print or Print to Speech?	Virtual	\$99.00
n.	1/26/2024	Mezzina, A	Village	NJASA Techspo '24	Atlantic City, NJ	\$245.00**
o.	2/22-23/2024	Nigro, C	Village	NJMEA Conference	Atlantic City, NJ	\$463.26
p.	1/31/2024	Saler, K	W.R. Satz	Invigorating K-12 Mathematics	Somerset, NJ	\$26.51
q.	1/23/2024	Shea, K	W.R. Satz	Social Emotional Character Development	New Brunswick, NJ	\$20.02
r.	1/23/2024	Sherman, D	W.R. Satz	Social Emotional Character Development	New Brunswick, NJ	\$15.32
s.	2/3/2024	Smith, E	Village / Indian Hill	NJIDA Winter Institute Food for Thought Seminars	Virtual	\$90.00
t.	1/26/2024	Thomas, M	Indian Hill	NJASA Techspo '24	Atlantic City, NJ	\$245.00**
u.	3/7-8/2024	Wall, K	W.R. Satz	Cognition & Executive Function: Evidenced Based Assessment & Intervention Tools	Virtual	\$389.00
v.	1/26/2024	Wrubel, D	District	NJASA Techspo '24	Atlantic City, NJ	\$300.00**
w.	2/28-29/2024	Wrubel, D	District	NJPSA Gifted Education Committee Meeting	Monroe Township, NJ	\$8.23
x.	3/18-20/2024	Wrubel, D	District	Women's Leadership Conference 2024	Somerset, NJ	\$741.94**
*Paid by ARP ESSER Grant Funds						
** Paid by Title II Grant Funds						

Leaves of Absence
Motion #24 - January 31, 2024 Agenda

Last Name	First Name	Leave Dates*
Bauter	Danielle	09/01/24-10/02/24 (Extended)
Jacoby	Lauren	02/15/24-02/20/24 (extended)
Presti	Kimberly	01/12/24-02/08/24
Reibrich	Michelle	01/29/24-03/03/24
Wylam	Jessica	02/09/24-06/08/24

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

Salary Adjustments**Motion #35 - January 31, 2024 Agenda**

Last Name	First Name	From	To	Date(s)
Fisher	Kelly	7-9(8)MA	7-9(8)MA+15	1/1/2024-06/30/24
Lawrence	Amanda	12-13(13)BA+45	12-13(13)MA+30	1/1/2024-06/30/24
Macaluso	Marissa	7-9(9)MA+15	7-9(9)MA+30	9/1/2023-06/30/24
Ney	Kelly	7-9(7)BA+15	7-9(7)MA	1/1/2024-06/30/24
Proscia	Danielle	7-9(7)BA+15	7-9(7)MA	1/1/2024-06/30/24
Quaglia	Daniella	7-9(7)BA	7-9(7)BA+15	1/1/2024-06/30/24