



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA  
REGULAR BUSINESS MEETING  
HOLMDEL HIGH SCHOOL  
AUGUST 30, 2023 6:00 P.M.  
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

## *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 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 30, 2023 at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 6:04 p.m. by Board President Reddy.

## 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

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

## 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

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**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: Mrs. Tuccillo SECOND: Mr. Mann VOTE: 9-0

Show of Hands to Accept – All Approved

At 6:05 p.m., the meeting moved to Executive Session.

E. Motion to Return to Public Session

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 9-0

Show of Hands to Accept – All Approved

At 7:13 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, August 30, 2023 at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:13 p.m. by Board President Reddy.

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.
- 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: Briamonte, Collur, Tuccillo and Zhang. Messrs: Reddy, Wall, Buckley, DiMare and Mann. Also present, Dr. J. Scott Cascone, Superintendent of Schools, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Ms. Kathleen Gilfillan, Board Attorney. Student Representatives to the Board, Ms. Anugna Parvatneni and Mr. Jack Powers were absent.

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

➤ Welcome of New Staff Members – Dr. J. Scott Cascone

Good evening members of the Board of Education, administration, staff, and members of the community. It is that exciting time of the year as we bring our summer recess to close and prepare to commence another school year.

This week, the school district administration, and staff have been engaging what I would refer to as training camp. The district administration convened an all day, planning retreat on Monday to finalize preparations for the first day for staff and students, and today, we conducted the second of a three-day new staff orientation program. Shortly, we will officially welcome our new professional educators to the district and I am excited to introduce them to the community.

Also, this week, our schools have been conducting orientation programs, for example, for rising seventh and ninth graders, and our high school scholastic athletic teams have been hard at work, scrimmaging and preparing for the opening up their seasons.

On the first day of school, September 6, I will officially launch and disseminate the district Strategic Action Plan. You will note on tonight’s agenda, the district will vote to approve the 2023-24 District goals, which were highly informed by the Strategic Plan.

In some of my social media posts, as well my community letter from today, I have called attention to the positive behavioral support program, which we will launch this year, and have named Live Holmdel Blue, and which is founded on the values of respect, fairness, responsibility, and citizenship. We look forward to coming together as a community to holistically embrace these values as we know they can only contribute to the most supporting, safe, and thus highly achieving schools and school district.

I would like to extend a special thanks to our Buildings & Grounds and Technology Departments for their incredible and Herculean efforts over the course of the summer. Projects and final cleaning are continuing, but our Director of Buildings and Grounds, Mr. Stromsland, has assured me that the buildings will be open and looking better than ever.

I would like to also, take an opportunity, to wish our community all the best for a safe and restful Labor Day weekend and look forward to seeing everyone next week and with that, we will transition into our annual and official welcome and introduction of our new professional, educators and staff.

I had an opportunity to spend some time with our new folks today. I played the role of Holmdel Tour Guide as we did our bus tour throughout the district. This is an annual tradition with our New Teacher Orientation, which was great. I actually learned, in my process of preparation, a few interesting facts about the Township and I think it was a great opportunity for our new staff to get acquainted with, what is truly an exceptional community, rich in history and scientific and academic achievement.

Dr. Cascone then introduced each of the new staff members (by school) to officially welcome them to our community. All new staff members joined Dr. Cascone and President Reddy up at the podium and photos were taken.

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At 7:27 p.m., there was a short break to recognize the new staff members.

At 7:38 p.m., the meeting reconvened from break.

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

K. Report of the Superintendent

Please refer to Presentation/Public Hearing Section for Dr. Cascone's Superintendent's Report.

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

Dr. Cascone stated there are no HIB Reports for this meeting.

M. Questions or Comments from the Public on Action Items Only

Mr. Dowd, Parent/Teacher, stated that he is in support of the Committee of the Whole (COW) structure. He then referenced Resolution #5 (Approval of First Reading of Policies and Regulations) specifically, Policy 2240 Controversial Issues. He stated that it would be nice to hear a conversation amongst the Board about what the Board, the district and parents consider to be controversial issues.

N. Action Items

• **Approval of Minutes**

1. Approval of Minutes – Closed Executive Session – July 19, 2023

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – July 19, 2023.

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

2. Approval of Minutes – Committee of the Whole Meeting – July 19, 2023

Resolved: That the Board approve the minutes of the following meeting: Committee of the Whole Meeting – July 19, 2023.

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

3. Approval of Minutes – Closed Executive Session – July 26, 2023

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – July 26, 2023.

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

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4. Approval of Minutes – Regular Business Meeting – July 26, 2023

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – July 26, 2023.

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

• Policy

5. Approval of First Reading of Policies and Regulations

Resolved: That the Board approve the following policies and regulations and hereby designate as first reading as per attachment.

P 0144 Board Member Orientation and Training  
P 2240 Controversial Issues  
P 2520 Instructional Supplies  
R 2520 Instructional Supplies  
P 2530 Resource Materials  
R 2530 Resource Materials  
P 3217 Use of Corporal Punishment  
R 5200 Attendance  
P 5305 Health Services Personnel  
P 5308 Student Health Records  
P 5310 Health Services  
P 6112 Reimbursement of Federal and Other Grant Expenditures  
R 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs  
P 6115.04 Federal Funds – Duplication of Benefits  
P 6311 Contracts for Goods or Services Funded by Federal Grants  
P 7440 School District Security  
P 9140 Citizens Advisory Committee

DISCUSSION: Mr. Wall asked if Policy 3217 is being approved as unaltered and Dr. Cascone confirmed that it is. Mr. DiMare asked questions on Policy 2240 and Dr. Cascone responded.

Roll Call Vote for all Policies, except Policy 3217:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

Roll Call Vote for Policy #3217:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-1  
NAY: Mr. Wall

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6. Approval of Second and Final Reading of Policies

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

P 5200 Attendance

P 8505 Local Wellness Policy/Nutrient Standards for Meals and other Foods

DISCUSSION: Mr. Wall asked about the nutrition policy and Dr. Cascone responded that the Policy, as written, does allow for outside food to be brought into school under two conditions; (1) food has to be provided by the food service provider and (2) food has to come from the list of health snacks which are reflected in the student handbooks. Dr. Collur stated she wanted to add additional language to the policy such as posting nutritional value of items and offering more nutritional items on a promotional basis. Mr. Reddy also shared that Dr. Collur provided feedback regarding the wellness policy with having student representatives to give feedback on the items since they are the ones eating the food. Mr. Reddy also reiterated that, if the Board needs to make adjustments a year or two down the road as things come up, they can revisit to review and revise and then put forth for approval.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

7. Approval of First and Final Reading

Resolved: That the Board of Education suspend Bylaw 0131 and adopt new Policy 1642.01 and new Regulation 1642.01 and revised Policy 2419 and new Regulation 2419 with one reading based on recently approved sick leave legislation that is effective immediately and recent New Jersey Department of Education guidance provided to school districts that is effective September 1, 2023.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

• Superintendent's Recommendations

8. Approval of District Goals for the 2023/2024 School Year

Resolved: That the Board approve the District Goals for the 2023/2024 school year as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

9. 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: Mrs. Briamonte VOTE: 9-0

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10. Approval of Student Teacher/Clinical Practice/Observation/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
Ryan Brady	Monmouth University	Social Studies	Melissa Murphy	HHS	9/6/23 – 6/18/24
Justin Saporito	Monmouth University	Math/Science	Theodore Mester	HHS	9/6/23 – 6/18/24
Alexa Montalvo	Kean University	Level I Pediatrics OT	Amanda Lamoglia	District	9/20-11/22/2023 10 weeks

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

11. Approval of Student Internships and Locations for the School Year 2023/2024

Resolved: That the board approve student internships and locations for the school year 2023/2024 as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

12. Approval of Annual Plan for Emergency Virtual or Remote Instruction

Resolved: That the Board approve the annual plan for Emergency Virtual or Remote Instruction in accordance with P.L. 2020, c.27, which in part requires each school district to annually submit a proposed plan for emergency virtual or remote instruction to the New Jersey Department of Education. This law provides for the continuity of instruction in the event of a public health-related district closure by permitting the district to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.A.C. 6A:32-13.1 & 13.2, as on file in the Office of the Superintendent.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

13. Approval to Rescind Staff Member for Summer Professional Development for OpenSciEd Curriculum Implementation in Grades 6-8 for the 2023/2024 School Year

Resolved: That the Board approve to rescind Kevin McCarthy for Summer Professional Development for the OpenSciEd Curriculum Implementation in Grades 6-8 for the 2023/2024 school year.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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14. Approval of Staff Member for Summer Professional Development for OpenSciEd Curriculum Implementation in Grades 6-8 for the 2023/2024 School Year

Resolved: That the Board approve Hailey Weinstein for the Summer Professional Development for OpenSciEd Curriculum Implementation in Grades 6-8 for the 2023/2024 School Year at the non-pupil contact rate of \$48 per hour (not to exceed 20 hours).

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

15. Approval of Student/Parent Handbooks for the 2023/2024 School Year

Resolved: That the Board approve the Student/Parent Handbooks for Village School, Indian Hill School, W.R. Satz School and Holmdel High School for the 2023/2024 school year, as on file in the Office of the Superintendent.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

16. 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 2023/2024 school year, as on file in the Office of the Superintendent.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

17. Approval of Adoption of Textbooks/Supplemental Resource Books /Materials for the 2023/2024 school year

Resolved: That the Board approve the adoption of textbooks/supplemental resources for instruction, grade K-12, as on file in the Office of the Superintendent.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

18. Approval of Adoption of Textbook for Instruction, Grades 9-12

Resolved: That the Board approve the adoption of textbook for instruction, grades 9-12, as follows and as per attachment.

Title	Course	Grades
Environmental Science: Sustaining Your World Updated Edition	Environmental Ecology	9-12

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0



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19. Approval of Discarding Textbooks that are no longer in use by the Holmdel School District

Resolved: That the Board approve the discarding of textbooks that are no longer in use by the Holmdel School District, as on file in the office of the Superintendent.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

20. Approval of Curriculum Revisions and New Courses

Resolved: That the Board approve the curriculum revisions and new courses for the 2023/2024 school year, as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

21. Approval of District Curriculum List for the 2023/2024 School Year

Resolved: That the Board approve the district curriculum list for the 2023/2024 school year, as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

22. Approval of Standardized Testing Schedule for 2023/2024 School Year

Resolved: That the Board approve the Standardized Testing Schedule in compliance with the Statewide Assessment and District Assessment Schedule for the 2023/2024 school year, as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

23. Approval of the Clinical Affiliation Agreement with Kean University for the clinical education of students in the nursing program.

Resolved: That the board approve the clinical affiliation agreement with Kean University for the clinical education of students in the nursing program, as on file in the Office of the Superintendent.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

24. Approval of 2023/2024 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 2023/2034 program at a tuition rate of \$112,029.00 inclusive of all therapies. Transportation to be provided by the Edison Board of Education.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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25. Approval of 2023/2024 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 2023/2024 school year program at a tuition rate of \$31,268.00 inclusive of all therapies. Transportation to be provided by the South Amboy Board of Education.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

26. Approval of 2023/2024 Tuition Contract between Hazlet Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve Hazlet student (SID #2064252117) to attend Holmdel Township School District 2023/2024 school year program at a tuition rate of \$123,076.00 inclusive of all therapies. Transportation to be provided by the Hazlet Board of Education.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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

Resolved: That the Board approve the Commission for the Blind and Visually Impaired to provide services for the 2023/2024 school year as follows:

SID	Provider	Classification	Start Date	Cost
9616701174	Commission for the Blind	MD	9/1/2023	\$2,200.00
1479038796	Commission for the Blind	MD	9/1/2023	\$2,200.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

28. Approval of Affirmation of HIB incidents

Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-15(b)(6)(c), at its meeting on July 26, 2023, the Superintendent reported the following HIB Incidents to the Board;

- A. 250301\_HHS\_06192023
- B. 250353\_IH\_06202023

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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29. Acceptance of Resignation, Math Teacher, W.R. Satz School

Resolved: That the Board accept the resignation of Patricia Cohen, Math Teacher, W.R. Satz School effective October 29, 2023.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

30. Acceptance of Resignation, Custodian, Holmdel High School

Resolved: That the Board accept the resignation of Marc Ennis, Custodian, Holmdel High School effective October 4, 2023.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

31. Acceptance of Resignation, AM/PM Bus Monitor, Village School

Resolved: That the Board accept the resignation of Toni Ann Rocco, AM/PM Bus Monitor, Village School effective October 28, 2023.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

32. Approval of Leave of Absence

Resolved: That the Board approve a leave of absence as follows:

Last Name	First Name	Leave Dates*
Kruger	Erica	10/23/23-01/31/24

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

33. Approval of Salary, Non-Affiliated Administrators and Staff, 2023/2024 School Year

Resolved: That the Board approve the salaries for the non-affiliated administrators and staff for the 2023/2024 school year as per attachment.

DISCUSSION: Mr. Wall referenced this resolution and made comments regarding this process. He stated the compensation process is broken and should not be a fixed percentage. The process needs to be totally reviewed and approved for all parties. He suggested that Board Members not vote if they haven't thoroughly reviewed the contracts they received earlier in the week. He also referenced the new health insurance legislation, which is not sustainable. Mr. DiMare made additional comments and suggested the Board consider tabling this item. Mr. Mann made comments, Mrs. Tuccillo made comments and Mr. Reddy also commented.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 5-4  
 NAY: Mr. Wall, Mr. Buckley, Mr. DiMare and Mr. Mann

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34. Approval of Appointment, School Safety Specialist, District

Resolved: That the Board approve the appointment of Frank Papalia, School Safety Specialist, District, at a salary of \$72,244.00, effective September 1, 2023 through June 30, 2024. [New]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

35. Approval of Appointment, Elementary Teacher, Village School, 2023/2024 School Year

Resolved: That the Board approve the appointment of Kristen Frothingham, Elementary Teacher, Village School, at a salary of step 1-2BA (2), \$61,650.00 effective September 1, 2023 through June 30, 2024 pending criminal history review. [S. Brandman – Retirement]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

36. Approval of Appointment, Business Teacher, Holmdel High School, 2023/2024 School Year

Resolved: That the Board approve the appointment of Marissa Clark, Business Teacher, Holmdel High School, at a salary of step 1-2MA (1), \$70,450.00, effective September 1, 2023 through June 30, 2024 pending criminal history review. [K. Lorentzen - Resignation]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

37. 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), \$62,550.00, prorated, effective September 1, 2023, pending criminal history review. [LOA]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

38. Approval of Appointment, Temporary Leave Replacement, 4<sup>th</sup> Grade Teacher, Indian Hill School

Resolved: That the Board approve the appointment of Mary Paglio, Temporary Leave Replacement, 4<sup>th</sup> Grade Teacher, Indian Hill School, at a salary of step 7-9 MA (8), \$76,250.00, prorated, effective September 1, 2023 through December 5, 2023 pending criminal history review. [R. Bomenblit - LOA]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

39. Approval of Appointment, Temporary Leave Replacement, Science Teacher, W.R. Satz School

Resolved: That the Board approve the appointment of Jennifer Carscadden, Temporary Leave Replacement, Science Teacher, W.R. Satz School, at a salary of step 1-2 MA (2), \$70,450.00, prorated, effective September 7, 2023 through January 17, 2024. [S. Fox - LOA]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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

Resolved: That the Board approve the appointment of Brian Adams, Temporary Leave Replacement, Special Education Teacher, Holmdel High School, at a salary of step 5-6 BA (5), \$65,050.00, prorated, effective September 1, 2023 through November 28, 2023, pending criminal history review. [E. Wood - LOA]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

41. Approval of Appointment, Part Time Physical Education Teacher, Village School, 2023/2024 School Year

Resolved: That the Board approve the appointment of Ryan Crehan, Part Time Physical Education Teacher, Village School, at a salary of step 1-2BA (1), \$30,825.00 effective September 1, 2023 through June 30, 2024, pending criminal history review. [S. Devaney – Retirement]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

42. Approval of Appointment, Part Time Temporary Leave Replacement, Art Teacher, Village School, 2023/2024 School Year

Resolved: That the Board approve the appointment of Katherine Smith, Part Time Temporary Leave Replacement Art Teacher, Village School, at a salary of step 1-2BA (1), \$30,825.00 effective September 1, 2023 through June 30, 2024 pending criminal history review. [D. King - LOA]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

43. Approval of Appointment, Temporary Leave Replacement, Learning Disabilities Teacher Consultant (LDTC), Indian Hill School

Resolved: That the Board approve Susan Sarn, Temporary Leave Replacement, Learning Disabilities Teacher Consultant (LDTC), Indian Hill School, at a rate of \$450 per diem, effective September 6, 2023 through November 21, 2023. [J. Gargano – LOA]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

44. Approval of Appointment, Secretary to Assistant Principal, Holmdel High School

Resolved: That the Board approve the appointment of Heather Behal, Secretary to Assistant Principal, Holmdel High School, at a salary of \$57,354.00, prorated, effective September 1, 2023 through June 30, 2024. [M. Hawthorne – Retirement]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

AGENDA  
 REGULAR BUSINESS MEETING  
 HOLMDEL HIGH SCHOOL  
 AUGUST 30, 2023 6:00 P.M.  
 PUBLIC MEETING APPROXIMATELY 7:00 P.M.

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

Resolved: That the Board approve the appointment of Camille Vanario, Lunchroom/Playground Aide, Indian Hill School, at a rate of \$20.62 per hour, 2.75 hours per day, 5 days a week, effective September 1, 2023 through June 30, 2024, pending criminal history review. [N. Cagnoni – Resigned]

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

46. Approval of Appointment of Hourly Personnel – Childcare Instructors, Enterprise Program, 2023/2024 School Year

Resolved: That the Board approve the appointment of Childcare Instructors, funded by the Childcare Enterprise Program, for the 2023/2024 school year as follows:

Last Name	First Name	Rate	Hours
Kline	Denise	\$33.85	6.75 x 5 days a week
Umbrino	Lori	\$33.85	6.75 x 5 days a week
Nuneviller	Emma	\$30.96	6.75 5 days a week

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

47. Approval of Appointment of Hourly Personnel – Childcare Aides, Enterprise Program, 2023/2024 School Year

Resolved: That the Board approve the appointment of Childcare Aides, funded by the Childcare Enterprise Program, for the 2023/2024 school year as follows:

Last Name	First Name	Rate	Hours
Kowaleski	Lisa	\$25.80	5.75 hours x 5 days a week
Rizzo	Karen	\$25.80	5.75 hours x 5 days a week
Lamar	Lisa	\$25.80	5.75 hours x 5 days a week

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

48. Approval of Appointment, Peaceful School Bus Ambassador, Indian Hill School, Enterprise Program

Resolved: That the Board approve the appointment of Eileen Carr, Peaceful School Bus Ambassador, Indian Hill School at a salary of \$28.10 per hour, up to 3 hours per day effective September 6, 2023 through June 30, 2024, funded by the Childcare Enterprise Program.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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AUGUST 30, 2023 6:00 P.M.  
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

49. Approval to Amend Appointment, Part-Time Paraprofessionals, 2023/2024 School Year

Resolved: That the Board approve to amend the appointment of the part-time paraprofessionals effective September 28, 2023 through June 11, 2024, 4 hours per day, Monday through Thursday as follows:

Last Name	First Name	Step/Salary
Gray	Rielly	Step 4 - \$31.69 per hour
McCarthy	Colleen	Step 3 - \$30.69 per hour
Schelling	Julie	Step 3 - \$30.69 per hour

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

50. Approval of Changes in Location, 2023/2024 School Year

Resolved: That the Board approve changes in location for the 2023/2024 school year as follows:

Last Name	First Name	Position	Location From	Location to
Greco	Jillian	Art Teacher	Village School	High School
Daly	Barbara	Paraprofessional	W.R. Satz School	Village School
Wilcom	Deborah	Paraprofessional	W.R. Satz School	Village School
Rath	Vivian	Paraprofessional	Indian Hill School	Village School

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

51. Approval of Extra Level of Staffing, 2023/2024 School Year

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

Last Name	First Name	Proportion	Effective Dates
Tetreault	Steven	.2	09/01/23-01/23/24

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

52. Approval of Salary Adjustments, 2023/2024 School Year

Resolved: That the Board approve the salary adjustments for the 2023/2024 school year as follows:

Last Name	First Name	From	To
Camillo	Emily	3-4BA	3-4BA+15
Degennaro	Nicole	14-15MA	14-15MA+15
Pugielli	Kristy	19MA+15	19MA+30
Sherman	David	3-4BA	3-4BA+15

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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 AUGUST 30, 2023 6:00 P.M.  
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53. Approval of Appointment, Assigning Substitutes Stipend, 2023/2024 School Year

Resolved: That the Board approve the appointment, Assigning Substitutes Stipend for the 2023/2024 school year as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

54. Approval of Appointment, PowerSchool Administrator, 2023/2024 School Year

Resolved: That the Board approve the appointment of Debbi Todaro, PowerSchool Administrator for 2023/2024 school year.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

55. Approval to Rescind Schedule B Appointments, 2023/2024 School Year

Resolved: That the Board approve to rescind the Schedule B appointments for the 2023/2024 school year as follows:

Position	First Name	Last Name	Location	Stipend
Concession Stand Liaison	Melissa	Menges	High School	\$ 787.50
Concession Stand Liaison	Nicole	Halpin	High School	\$ 787.50

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

56. Approval of Schedule B Appointments, 2023/2024 School Year

Resolved: That the Board approve the Schedule B appointments for the 2023/2024 school year as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

57. Approval of Mentor Appointments

Resolved: That the Board approve the appointment of the following teachers as a Mentor for a Provisional Staff Member at the State recommended rate for the 2023/2024 school year (mentor fees paid by provisional teacher and if necessary are prorated) as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

58. Approval of Administrative Paid Leave

Resolved: That the Board approve employee #6256, administrative paid leave effective September 1, 2023 until further notice.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0



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HOLMDEL HIGH SCHOOL  
AUGUST 30, 2023 6:00 P.M.  
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

59. Approval of Appointment, Volunteers, 2023/2024 School Year

Resolved: That the Board approve the Volunteers for the 2023/2024 school year as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte 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.

60. Approval of Business Administrator/Board Secretary's Financial Report – June 30, 2023

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

61. Approval of Treasurer's Financial Report – June 30, 2023

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending June 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: Mrs. Briamonte VOTE: 9-0

62. Approval of 2023/2024 Renewal Transportation Contracts

Resolved: That the Board of Education approves the renewal of transportation contracts for the 2023/2024 school year as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

63. Award of Bids for Public/Non-Public Student Transportation Services – Bid #24-05

On August 8, 2023 at 11:00 a.m., bids were received for Public/Non-Public Student Transportation Services Bid #24-05.

Resolved: That the Board pursuant to requirements of N.J.S.A. 18A:39-3 et seq. award Public/Non-Public Student Transportation Services – Bid #24-05 to vendors as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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HOLMDEL HIGH SCHOOL  
AUGUST 30, 2023 6:00 P.M.  
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64. Acceptance/Approval of Initial 2023/2024 Chapter 192/193 Funding

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

Chapter 192/193 Services  
Initial 2023/2024 Entitlement (08/15/2023) \$290,797.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

65. Approval of Extension of Agreement for General Counsel Legal Services

Resolved: That the Board approve an extension of the Agreement (dated July 1, 2023) with Schenck, Price, Smith & King to provide General Counsel Legal Services at a rate \$175.00 per hour for the period September 1, 2023 through September 30, 2023.

DISCUSSION: There was a motion to amend Resolution #65 as follows:

Motion to amend resolution #65 to provide that the Board approve an extension of the Agreement (dated July 1, 2023) with Schenck, Price, Smith & King to provide General Counsel Legal Services at a rate of \$175.00 per hour for the period September 1, 2023 through December 31, 2023.

Roll Call Vote to amend Resolution #65:

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

Roll Call Vote to approve Resolution #65 as amended:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

66. Approval of Extension of Agreement for Labor Negotiations Legal Services

Resolved: That the Board approve an extension of the Agreement (dated July 1, 2023) with Schenck, Price, Smith & King to provide Labor Negotiations Legal Services at a rate of \$175.00 per hour for the period September 1, 2023 through September 30, 2023.

DISCUSSION: There was a motion to amend Resolution #66 as follows:

Motion to amend resolution #66 to provide that the Board approve an extension of the Agreement (dated July 1, 2023) with Schenck, Price, Smith & King to provide Labor Negotiations Legal Services at a rate of \$175.00 hour for the period September 1, 2023 through December 31, 2023.

Roll Call Vote to amend Resolution #66:

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

Roll Call Vote to approve Resolution #66 as amended:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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AUGUST 30, 2023 6:00 P.M.  
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67. Approval of Extension of Agreement for Special Education Legal Services

Resolved: That the Board approve an extension of the Agreement (dated July 1, 2023) with Schenck, Price, Smith & King to provide Special Education Legal Services at a rate of \$175.00 per hour for the period September 1, 2023 through September 30, 2023.

DISCUSSION: There was a motion to amend Resolution #67 as follows:

Motion to amend resolution #67 to approve an agreement with the law firm of Methfessel and Werbel to provide Special Education Legal Services at the rate of \$165.00 per hour for the period September 1, 2023 through December 31, 2023.

Roll Call Vote to amend Resolution #67:

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

Roll Call Vote to approve Resolution #67 as amended:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

68. Acknowledgement and Approval to Dispose Obsolete Items

Resolved: That the Board acknowledges a list of obsolete items as on file in the Business Office and authorizes the School Business Administrator to dispose of them accordingly.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

69. Approval of Authorization for the Holmdel Township Board of Education to Enter into a Commodity Resale Agreement with the County of Monmouth

WHEREAS, *N.J.A.C. 5:34-7.15 et seq.* authorizes local contracting units to enter into Commodity Resale Agreements for the purchase of certain commodities from other contracting units; and

WHEREAS, the County of Monmouth has authorized the renewal of the Monmouth County Commodity Resale System (SYSTEM IDENTIFIER 99174 – MCCRS), for the period of September 30, 2023 through September 30, 2028; and

WHEREAS, it would be in the best interest of this School District to become a member of the Monmouth County Commodity Resale System for that period.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Holmdel Township School District that the Business Administrator is hereby authorized to execute the Commodity Resale Agreement with the County of Monmouth.

BE IT FURTHER RESOLVED that the Business Administrator forward a certified copy of this resolution, along with the executed Commodity Resale Agreement to Thomas A. Arnone, Director, Office of Shared Services, County of Monmouth, One East Main Street, Hall of Records Annex, Freehold, New Jersey, 07728.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

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AUGUST 30, 2023 6:00 P.M.  
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70. Approval of Budget Transfers – 2022/2023

Resolved: That the Board approve the 2022/2023 Budget Transfers as listed on attachment T-23-02.

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

71. Approval of Bills Payment – August 30, 2023

Resolved: That the Board approve payment of the August 30, 2023 regular bills list in the amount of \$1,141,159.41 and as certified and approved.

Roll Call Vote for all bills except Hi-Tops:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 9-0

Roll Call Vote for Hi-Tops payment on the Bills List:

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 5-4  
NAY: Mr. Wall, Mr. Buckley, Mr. DiMare and Mr. Mann

72. Approval of Settlement

WHEREAS, the Board is a party to a special education due process action before the Office of Administrative Law, bearing Agency Reference Number 2024-36203 and OAL Docket No. EDS 07382-23; and

WHEREAS, the parties wish to amicably resolve all outstanding disputes pursuant to the terms presented to the Board in the Agreement without the necessity of further legal proceedings;

BE IT RESOLVED THAT the Board of Education approves the Settlement Agreement and Release on the terms and conditions contained therein; and

BE IT FURTHER RESOLVED THAT the Board President may sign the Agreement on behalf of the Board.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-1  
NAY: Mr. Wall

O. Old Business

- Mrs. Briamonte referenced the change in the AP opt in/out and waiver process and wanted to make sure the public was aware of the changes. Dr. Cascone provided a brief overview of the process and there was a discussion amongst the Board.
- Mr. Reddy referenced the Committee of the Whole (COW) vs. Committee structure and asked for feedback from Board Members on which structure to continue with. The Board agreed to continue with the Committee of the Whole (COW) structure.

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- Mr. Wall referenced the AI topic and wanted to know what the standard operating procedures will be going forward.

P. New Business

- Mr. DiMare asked that there be an update at the next COW meeting regarding the health curriculum.

Q. Questions or Comments from the Public

- Mr. Dowd reiterated his comments that he made at the beginning of the meeting for the public who is working/listening remotely. He then made comments regarding teaching AP classes, the waiver process and teachers being pressured to change grades. Dr. Cascone responded to Mr. Dowd's comments and acknowledged the seriousness with which the current administration treats the matter of grade changing. Dr. Cascone shared that, as the Superintendent of Schools, grade changing has not and most certainly will not occur under his watch. Mr. Wall made follow up comments and stated this definitely needs to be investigated and discussed further.

R. Executive Session (if required) - None

S. Adjournment

Board President Reddy called for a motion to adjourn the meeting. Mrs. Tuccillo motioned, Mrs. Briamonte seconded and by a unanimous voice vote, the meeting adjourned at 8:32 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary

# BYLAW GUIDE

BYLAWS  
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Board Member Orientation and Training  
Mar 23

## 0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each **Board** member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member **to acquire** ~~in the acquisition of~~ information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive **access to and/or a copy of**

**Choose one or more of the following:**

- ~~access to and/or a copy of~~ the Board of Education Bylaw and Policy Manual,
- the manual of administrative regulations,
- each negotiated agreement,
- the current budget statement and audit report,
- the most recent long range facilities plan, **and**
- ~~and such~~ other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

**Within the first ninety days of a new Board member's first term, the Board member** ~~Each newly elected or appointed Board member~~ shall complete ~~during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association. **The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33** ~~, in consultation with the New~~



# BYLAW GUIDE

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Board Member Orientation and Training

~~Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under ~~N.J.S.A. P.L. 2002, c. 83 (C.18A:37-13 et seq.)~~. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.



# BYLAW GUIDE

N.J.A.C. 6A:28-4.1

Adopted:





# POLICY GUIDE

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**Controversial Issues**

Aug 12

## 2240 CONTROVERSIAL ISSUES

Any discussion of controversial issues in the classroom shall be conducted in an unprejudiced and dispassionate manner designed to foster a spirit of inquiry. Such discussion shall:

- A. Further the educational process;
- B. Match the maturity level of the pupils;
- C. Be related to the goals of the Board and to the appropriate curriculum guide; and
- D. Present a variety of opinions as appropriate.

If teachers wish to supplement the curriculum with material that may be of a controversial nature, i.e., subject to interpretation as obscene, profane, doctrinaire or inappropriate, each in relation to the maturity level of the class, they must secure the approval of the ~~appropriate building administrator~~ **superintendent or designee** first. In doubtful cases, the Superintendent may present the matter to the Board of Education for consideration.

In determining speakers to be invited for a class or school-wide program, the Principal **and/or supervisor** must consider whether:

- A. The speaker is controversial for any reason;



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B. The topic is controversial, or sensitive, or known to arouse strong community feelings;

C. The proposed speaker would gain an advantage by having a "captive" audience; and

D. Whether the goals of the curriculum would be better promulgated by the guest speaker.

One or more members of the district's administration or instructional staff, depending upon the size of the audience, will be present when a guest speaker is addressing pupils.

Adopted: 29 August 2012

Revised: 30 August 2023



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Instructional Supplies  
Mar 23  
M

[See POLICY ALERT No. 230]

## 2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall **provide** ~~supply each teaching~~ staff members with the supplies, **and** materials, ~~and equipment~~ necessary for the **successful** implementation of the **instructional** ~~approved~~ program and **provide each** students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this ~~p~~Policy such clothing or personal equipment as may be required ~~by the Board~~ for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of **their** ~~his/her~~ financial inability to bear the cost of such clothing, equipment, or materials.

**Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).**

The Superintendent **or designee** shall develop **procedures** ~~regulations~~ for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

**N.J.A.C. 6A:7-1.7**

N.J.S.A. 18A:34-1

N.J.S.A. 18A:54-20 [vocational districts]

~~Cross reference: Policy Guide No. 5513~~



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Adopted: August 2012  
Revised: August 2023



## R 2520 INSTRUCTIONAL SUPPLIES

### A. Definition

“Supplies” are the consumable materials distributed to teachers and students for the successful implementation of the instructional program.

### B. Supply Procedures

1. Each staff member will be able to request supplies by submitting a request to the Principal or designee.
2. Supplies will be kept in a secure location. The Principal or designee will be responsible to approve the request of supplies for their school and staff.
3. The staff member’s request will be retained by the staff member and the Principal or designee.
4. At the end of each school year, a record of the inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee.
5. The Principal will encourage all staff members to suggest additional supplies and/or replacements for the supplies used.

### C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for the safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards and may recommend a suitable vendor for the clothing or equipment.
2. Where a student enrolled in a class or activity in which an item is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall



# REGULATION

**NEW DISTRICT  
BOARD OF EDUCATION  
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Instructional Supplies

always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the Principal or designee and the moneys collected will be deposited with the Business Office.

3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.1., 2., and 3. above.
5. Staff members shall report to the Principal or designee any student who is suspected of being unable to pay for supplies.

Issued:



# POLICY GUIDE

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Resource Materials  
Aug 12

## 2530 RESOURCE MATERIALS

The Board of Education shall provide resource materials to implement district and school educational goals and objectives as pupil needs dictate and district resources permit. Such materials include reference books, other supplementary titles, maps, library print and non-print materials, and other sources of information for use by pupils that are not designated as textbooks.

The Superintendent shall be responsible for the selection and maintenance of all resource materials, in accordance with the following standards:

1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the pupils to be served;
2. Wherever possible, materials will provide major opposing views on controversial issues so that pupils may develop under guidance the practice of critical reading and thinking;
3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage;
4. Materials will be factually accurate and of genuine literary or artistic value;
5. Materials will be of a quality and durability appropriate to their intended uses and longevity;
6. Materials will relate to, support, and enrich the courses of study adopted by the Board.

The Superintendent will develop regulations for the selection of resource materials that provide for the effective consultation of teaching staff members at all appropriate levels; ensure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program and the district; and ensure an inventory of resource materials that is well balanced and well rounded in coverage of subject, types of materials, and variety of content.

The Superintendent will evaluate the continuing effectiveness and utility of resource materials and recommend to the Board the removal of those materials that no longer meet the standards set forth in this policy. Any request for the removal of resource materials will be governed by Policy No. 9130 on public complaints.

Adopted: 29 August 2012



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Revised: 30 August 2023





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Resource Materials

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## 2530 RESOURCE MATERIALS

### A. Definition

“Resource materials” are all those sources of information for the use of pupils that have not been designated as textbooks and generally must be shared by individual pupils. Resource materials include reference books, fiction and nonfiction books, maps, audio and audio-visual materials, ~~CD-ROMs~~, pamphlets, periodicals, pictures, on-line references **and digital platforms**. Resource materials may be maintained in classroom library collections and/or in the school library or media center.

### B. Selection Process

1. The Principal **and/or Department Supervisor** in each school building will accept the written requests of teaching staff members for new and revised reference materials. Each request should include the:

- a. Name and originator of the work,
- b. Its publisher or distributor,
- c. A brief description of the material, and
- d. The reason for the request, including the relevance of the material to the instructional program.



# REGULATION GUIDE

2. All recommendations will be forwarded to the ~~Principal~~ **Principal Director of Curriculum and Instruction** for consideration. The ~~Principal~~ **Principal Director of Curriculum and Instruction** or designee will attempt to review each requested work or, alternatively, to consult with other educational institutions that have used the material.

3. The ~~Principal~~ **Principal Director of Curriculum and Instruction** or designee may consult such selection aids as booklists, school library journals, **search engines**, previews, school library catalogs, and subject bibliographies prepared by specialists in the field.

4. The ~~Principal~~ **Principal Director of Curriculum and Instruction** or designee will measure each recommendation against the standards for selection (see paragraph C) and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.

5. The ~~Principal~~ **Principal Director of Curriculum and Instruction** will present to the Superintendent a list of recommended purchases. The list will include multiple copies of material for which a high level of interest and need is anticipated.

## C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth in Policy No. 2530, repeated here.

1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the pupils to be served.

2. Wherever possible, materials will provide major opposing views on controversial issues so that pupils may develop under guidance the practice of critical reading and thinking.

3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage.

4. Materials will be factually accurate and of genuine literary or artistic value.

5. Materials will be of a quality and durability appropriate to their intended uses and longevity.

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# REGULATION GUIDE

6. Materials will relate to, support, and enrich the courses of study adopted by the Board.
7. **Materials used for classroom instruction will be selected using established district criteria.**
8. **Materials in the school libraries/media centers will be selected using established district criteria.**

## D. Removal of Reference Materials

1. The **Director of Curriculum and Instruction or designee** will conduct a periodic review of reference collections for their:

- a. Continuing usefulness,
- b. Relevance to the curriculum,
- c. Representation of the needs and interests of all grade levels, subject areas, and departments, and
- d. Balance of content, types of material, and manner of presentation.

2. Standard materials subject to frequent use that are worn or missing should be replaced periodically.

3. Outdated materials and materials no longer relevant to the curriculum may be withdrawn from the collection on Board approval.



# REGULATION GUIDE

4. A complaint about reference materials shall be handled in accordance with Policy No. 9130 and Regulation No. 9130.

Issued: 29 August 2012

Adopted: 29 August 2012

Revised: 30 August 2023



# POLICY GUIDE

TEACHING STAFF MEMBERS  
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Use of Corporal Punishment

## 3217 USE OF CORPORAL PUNISHMENT

~~The Board of Education cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

**No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:**

- 1. To quell a disturbance, threatening physical injury to others;**
- 2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;**
- 3. For the purpose of self-defense; and**
- 4. For the protection of persons or property;**

**and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.**

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

~~A teaching staff member who:~~



# POLICY GUIDE

- ~~1. Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical~~

TEACHING STAFF MEMBERS

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Use of Corporal Punishment

~~injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self-defense, or to protect persons or property;~~

- ~~2. Touches a student in an offensive way even though no physical harm is intended;~~
- ~~3. Permits students to harm one another by fighting; or~~
- ~~4. Punishes students by means that are cruel or unusual;~~

**Any teaching staff member employed by the Board found to have violated this Policy may will be subject to discipline by the this Board and may be dismissed.**

N.J.S.A. 18A:6-1; 18A:37-1

~~Cross reference: Policy Guide No. 5630~~



# POLICY GUIDE

Adopted:



R 5200 ATTENDANCE

A. Attendance Recording

1. School Register (N.J.A.C. 6A:32-8.1)

a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.

b. The Commissioner will issue and publish on the Department's website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.

c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement shall not be recorded for the student while on home instruction, provided the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 and 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



**(1)** “Days in membership” means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. Day in Session (N.J.A.C. 6A:32-8.3)

a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.

b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance (N.J.A.C. 6A:32-8.4)

a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.

b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.

e. State-excused absences shall be as follows:

(1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.

(a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;

(2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

(3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

(4) Take Our Children to Work Day;

(5) College visit(s), up to three days per school year for students in grades eleven and twelve; and

(6) Closure of a busing school district that prevents a student from having transportation to the receiving school.

f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance (N.J.A.C. 6A:32-8.5).

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

**B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy**

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.

2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.

**a.** “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.

**b.** “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

\_\_\_ The student’s required attendance in court;

\_\_\_ Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;

\_\_\_ The student's suspension from school;

\_\_\_ Family death (at the Principals discretion)

\_\_\_ College visit(s), up to 3 days per school year for students in grades eleven and twelve;

\_\_\_ Interviews with a prospective employer or with admissions officer of an institution of higher education;

\_\_\_ Examination for a driver's license;

\_\_\_ Take Our Children to Work Day;

\_\_\_ Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

\_\_\_ An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;

3. High School: In the event that a student accrues for a full year course 18 or more absences, half year course, 9 or more absences, an appeal process may be initiated at the request of the parent.

- a. The student's parent may submit a written request stating the reason for the absence and requesting permission for the absence to be an excused absence. In consultation with the attendance appeal committee, the principal may grant the request(s). The principal's decision will be communicated in writing to the parent.

b. The principal may require the convening of a mandatory follow up hearing in order to further evaluate the requests, as well as for the school staff, parent, and student to discuss the plan and conditions of the appeal.

4. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.

**C. Notice to School of a Student’s Absence**

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.

2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.

3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.

4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

**D. Readmission to School After an Absence**

1. A student returning from an absence of any length of time must provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.

2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to ~~must~~ present to the school nurse written evidence of being free of a communicable disease.

3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
  - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

**E. Instruction**

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of 5 school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

**F. Denial of Course Credit**

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect

the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent from 18 (number, fraction, or percentage) or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.]

         A secondary student who has been dropped from a course of study may be assigned to an alternate program.

3. A K-8th grade student may be retained at grade level, in accordance with Policy 5410, when the student has been absent 60 (number, fraction, or percentage) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.]

- a. Parents will be notified via email communication when a student has accrued 5. A second notification will be sent to the parent when the student is absent 10 days and a third notification on day 15.
- b. When a student is out 18 days, an attendance hearing will be scheduled by the principal with the parent(s) to develop an attendance plan and support the student with attendance. Failure to comply and report and/or the accruing of additional absences beyond 18 days may require the district to commence a truancy hearing.

**G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)**



1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;

b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);

c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;

d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child situation is detected; and

e. Cooperate with law enforcement and other authorities and agencies, as appropriate;:-

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;

b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);

c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;

d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

- (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
- (3) Consider an alternate educational placement;
- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
- (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
- (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~11~~<sup>10</sup>, if a potential missing or abused child situation is detected; and
- (7) Engage the student's family.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and GH.4. below;
- b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and-

4. A court referral may be made as follows:

- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;

- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

- b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;-

- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 3.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

## H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.

2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

**I.** Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

**J.** Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
  - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.

c. If the student is not satisfied, the student may submit a written request to the Principal for consideration by an Attendance Review Committee.

d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.

e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.

f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710 - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted:

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## 5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is **contracted required by the Board**. ~~The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development.~~ **The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41.** The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services **pursuant to N.J.A.C. 6A:16-2.3.**

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) **and Policy and Regulation 5310**;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education ~~Improvement~~ Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination~~;



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4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) **and Policy and Regulation 5310**;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) **and Policy and Regulation 5310**.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational **services** certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New





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Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and

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Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; ~~and. The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 **and Policy and Regulation 5310** and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and **18A:40A-12 +2 and Policy and Regulation 5530**;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, **and Policy and Regulation 5308**;
4. Recommending to the ~~school~~ Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;



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6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;

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Health Services Personnel

7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 **and Policy and Regulation 5330**;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. ~~Providing~~ Classroom instruction in areas related to health **education**, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; ~~and~~



# POLICY GUIDE

16. **Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and**
- 17+6. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

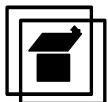
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Health Services Personnel

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse **provided in accordance with the provisions of N.J.A.C. 6A:16-2.3(c).** ~~a~~ The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.(a.) and **a noncertified nurse** is limited to providing services only as permitted under ~~a~~ the non-certified nurse's license issued by the State Board of Nursing **in accordance with N.J.A.C. 6A:16-2.3(c).**

**N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;  
18A:40-8; 18A:40-10; 18A:40-12; 18A:40-12.6;  
18A:40-12.14; 18A:40-41.7**

**N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;  
6A:16-2.2; 6A:16-2.3**



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Adopted:



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Student Health Records

## 5308 STUDENT HEALTH RECORDS

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 **and N.J.A.C. 6A:32-7**. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records, **whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7** ~~may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location accessible to authorized personnel while school is in session. The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ **Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).**

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.91 ~~et seq~~ **and N.J.A.C. 6A:32-7.5.**

**Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall**



# POLICY GUIDE

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Student Health Records

**be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.**

~~Any Board of Education employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7-; Student Records.

The school district shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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Student Health Records

Nothing in N.J.A.C. 6A:16-2.4 or in **this** Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

**N.J.S.A. 18A:40-3.4**

N.J.A.C. 6A:16-2.4 ~~et seq.~~; **6A:32-7.1**; 6A:32-7.4 ~~et seq.~~;  
6A:32-7.5 ~~et seq.~~; **6A:32-7.8**



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Adopted:





# POLICY GUIDE

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Health Services

## 5310 HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting **by the following authorized individuals in accordance with N.J.A.C. 6A:16-2.1(a)2.** (Policy and Regulation 5330);
  - a. **The school physician;**
  - b. **A certified school nurse or noncertified nurse;**
  - c. **A substitute school nurse employed by the school district;**
  - d. **The student's parent;**
  - e. **A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;**
  - f. **Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and**
  - g. **Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.**



# POLICY GUIDE

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Health Services

3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
  - a. The emergency administration of epinephrine via **an epinephrine Epi-pen** auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
  - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
  - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);



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7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, ~~Public Employees Occupational Safety and Health Program (PEOSH)~~ Bloodborne Pathogens Standards (Policy and Regulation 7420);
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including ~~life-threatening allergies~~, diabetes, **and asthma, and life-threatening allergies** requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, **pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.**

~~The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:~~

- ~~1. Immunization records shall be reviewed and updated annually, pursuant to N.J.A.C. 8:57-4.1 through 4.24.~~



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Health Services

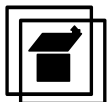
- ~~2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.~~
- ~~3. The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups, pursuant to N.J.S.A. 18A:40-16.~~
- ~~4. The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable, pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~
- ~~5. Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.~~
- ~~6. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.~~
- ~~7. The findings of required examinations under 8.b., c., d., and e. below shall include the following components:
  - ~~a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~
  - ~~b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~~~



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Health Services

- ~~c. Health screenings including height, weight, hearing, blood pressure, and vision; and~~
  - ~~d. Physical examinations.~~
- ~~8. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~
- ~~a. Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1.;~~
  - ~~b. Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2.;~~
  - ~~c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3.;~~
  - ~~d. For the purposes of the comprehensive Child Study Team evaluation, pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4.; and~~
  - ~~e. When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~
- ~~9. Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~
- ~~10. The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.~~



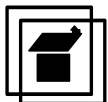
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Health Services

- ~~11. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~
- ~~12. The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(l).~~
- ~~13. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.~~

N.J.S.A. **18A:35-4.8**; 18A:40-4 et seq.; **18A:40-12**;  
**18A:40-12.3**; **18A:40-12.5**; **18A:40-12.6**;  
**18A:40-12.6a**; **18A:40-12.6b**; **18A:40-12.6c**;  
**18A:40-12.6d**; **18A:40-12.7**; **18A:40-12.11**;  
**18A:40-12.15**; **18A:40-16**; **18A:40-23 et seq.**;  
**18A:40-41a.**; **18A:40-41b.**

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2



# POLICY GUIDE

Adopted:



### 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the **Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act** ~~Carl D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.





The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

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Reimbursement of Federal and  
Other Grant Expenditures  
M

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

Adopted: 29 August 2012  
Revised: 14 December 2022  
Revised: xx Month 2023



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

FINANCES

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Federal Awards/Funds Internal Controls –

Allowability of Costs

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### R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
  2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
    - a. Complete the grant application for approval by the Superintendent and the Board of Education;
    - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
    - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
    - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
  3. Upon approval and funding of the Federal grant program, the grant administrator will:



# REGULATION

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

FINANCES

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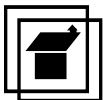
Federal Awards/Funds Internal Controls –

Allowability of Costs

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- a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
  - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
  - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.
4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted: xx Month 2023



### 6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and
2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental



assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted: xx Month 2023



### 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at [www.sam.gov](http://www.sam.gov) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

FINANCES

6311/Page 2 of 2

Contracts for Goods or Services

Funded by Federal Grants

M

**The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.**

**Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.**

2 CFR §200

**2 CFR §3485.220**

**2 CFR §180.210**

Adopted: 29 August 2012

Revised: 17 November 2021

Revised: xx Month 2023





### 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

**As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.**

The Board shall provide to local law enforcement authorities **critical incident mapping data** ~~a copy of the current blueprints and maps~~ for all schools and school grounds ~~within the school district or nonpublic school~~. In the case of a school building located in a municipality in which there is no municipal police department, **critical incident mapping data** ~~a copy of the blueprints and maps~~ shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised **mapping data** ~~copies~~ to the applicable law enforcement authorities or designated entities any time that there is a change to the **critical incident mapping data** ~~blueprints or maps~~.

**Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.**



**Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.**

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 **and this Policy and Regulation 7440.**

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 **and this Policy and Regulation 7440.** The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 **and this Policy and Regulation 7440.** The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the ~~main~~ building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

PROPERTY  
7440/Page 3 of 3  
School District Security  
M

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;  
18A:41-13; 18A:41-14  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: 29 August 2012  
Revised: 14 December 2022  
Revised: xx Month 2023



# POLICY GUIDE

COMMUNITY  
9140/page 1 of 2  
Citizens Advisory Committees  
Mar 23  
M

## 9140 CITIZENS ADVISORY COMMITTEES

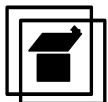
The **Board of Education encourages** ~~success of the school system depends, to a large extent, on open channels of communication between the school district community and the community at large. Citizens advisory committees may be~~ **are particularly** useful in keeping the Board of Education and the administration informed with regard to community opinion and in representing the community ~~in the study of specific school problems.~~

The Board may establish **a citizens** advisory committees ~~as standing committees to serve in a liaison function to provide input to the Board and the administration from~~ between the local community and the schools, as permanent ~~committees~~ for funded programs as the law requires; and as the **Board sees fit** need arises.

In creating a new **citizens** advisory committee, the Board ~~may shall~~ appoint: members of the community who are able and interested in the subject and concerned about the schools; ~~appoint~~ members who represent a wide range of community interests and backgrounds; ~~appoint~~ a chairperson; ~~and appoint~~ one or more Board members; and **school staff members** ~~to serve as ex-officio members.~~ **The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.**

In charging a new **citizens** advisory committee, the Board shall define the **citizens advisory** committee assignment in writing, set a date for a ~~preliminary and final~~ report(s) **to the Board**, and establish a budget, **if needed**. Expenditures of district funds by **a citizens** advisory committees ~~as standing committees to serve advisory committees~~ shall be made ~~only~~ upon the approval of the **Superintendent** \_\_\_\_\_.

Recommendations of ~~an~~ **citizens** advisory committee shall not reduce the responsibility of the Board, which may accept, ~~or~~ reject, **or modify a citizens advisory committee's** recommendation(s) in the exercise of its statutory discretion.



# POLICY GUIDE

COMMUNITY  
9140/page 2 of 2  
Citizens Advisory Committees

Meetings of an **citizens** advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act

**Choose only one of the following:**

\_\_\_ but shall

\_\_\_ and need not

be open to the public, except as expressly permitted by the Board.

~~N.J.A.C. 6:30-1.5; 6:31-1.14(b)~~

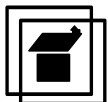
~~20 U.S.C.A. 3801 et seq.~~

~~Cross reference: Policy Guide Nos. 5520, 7440~~



# POLICY GUIDE

Adopted:



[See POLICY ALERT Nos. 176, 203, 205, 220, and 229]

## 5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, ~~guardian~~, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

**For the purpose of this Policy and Regulation 5200, “parent” means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.**

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without a valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.



Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level

**[For districts with secondary school(s)]**

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.]

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; 18A:38-25.1;  
18A:38-25.2; 18A:38-26  
N.J.S.A. 34:2-21.1 et seq.  
N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; 6A:32-13 6A:32-8.3

Adopted:





8505 LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.

A. Wellness Policy Goals

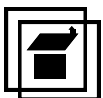
The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
  - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
  - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
  - c. The Principal or School Wellness Policy Coordinator will encourage food products that meet the nutrition standards of the



HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.

- d. Food service staff, in consultation with the Principal or School Wellness Policy Coordinator, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
  - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
  - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal or School Wellness Policy Coordinator will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district’s curriculum.
  - b. The Principal or School Wellness Policy Coordinator will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
  - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items and for students to make informed choices about nutrition, health, and physical activity.
3. Goals for Physical Activity



**[This section (3.a.) shall be included for districts with elementary schools.]**

- a. The following activities will be coordinated in each elementary school in the district:
- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
  - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kickball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
  - (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
  - (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.]

**[This section (3.b.) shall be included for districts with middle schools.]**

- b. The following activities will be coordinated in each middle school in the district:



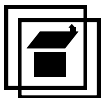
- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
- (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
- (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]

**[This section (3.c.) shall be included for districts with high schools.**

- c. The following activities will be coordinated in each high school in the district:
  - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
  - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]
4. Goals for Other School-Based Activities - The following activities will be coordinated in the district:



- a. The district will establish a District Wellness Committee (DWC).  
The DWC will:
  - (1) Be comprised of a Principal, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, ~~and~~ at least one food service staff member representing all school levels in the district, and the District Wellness Policy Coordinator; and
  - (2) Meet at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.
- b. The Principal or **School Wellness Policy Coordinator** will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
- c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's Principal and/or School Wellness Policy Coordinator.
- d. The Principal and/or School Wellness Policy Coordinator will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
5. Annual School Progress Report
  - a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the School Wellness Policy Coordinator in an Annual School Progress Report provided to the Superintendent of Schools before May 1.



- b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.
6. Annual District Summary Progress Report
  - a. Upon receiving the Annual School Progress Report from each school, the District Wellness Policy Coordinator will compile an Annual District Summary Progress Report to be presented to the Superintendent and Board of Education at a public meeting before May 30 of the current school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.
  - b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.
7. Additional Wellness Policy Goals
  - a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.
- B. Nutrition Guidelines for All Foods and Beverages
  1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the Smart Snacks in accordance with the requirements HRFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The requirements for any food or beverages sold in schools must meet a range of calorie and nutrient requirements as outlined in the HRFKA and a smart snack calculator shall be on file in each school for each product sold.



2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for each appropriate grade level. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be **pre-approved by the Principal or designee and the District Wellness Policy Coordinator.**

**[Option**

- ~~4. The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members for classroom activities, parties, or snacks, or other food provided to students as an incentive. Any occasion where food is brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy.]~~

C. District Coordinator

1. The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.
2. The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.



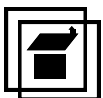
3. The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.
  - a. The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.

**D. Wellness Policy Assessment**

1. The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.
2. The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.

**E. Records**

1. The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:
  - a. The Board-approved Wellness Policy;





# POLICY

- b. Documentation demonstrating the Policy has been made available to the public;
  - c. Documentation of the efforts made in the school district to review and update the Policy;
  - d. Documentation demonstrating compliance with the annual public notification requirements;
  - e. Documentation demonstrating the most recent assessment on Policy implementation; and
  - f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.
- F. Publication/Dissemination**

This Policy and Assessment will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted:



## 1642.01 SICK LEAVE

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
  - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
  - b. Services from a designated domestic violence agency or other victim services organization;
  - c. Psychological or other counseling;



# POLICY

## HOLMDEL TOWNSHIP BOARD OF EDUCATION

Administration  
1642.01/Page PAGE 1 of  
SICK LEAVE

- d. Relocation; or
  - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
5. The death of a family member for up to seven days;
  6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
  7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
  8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.



# POLICY

29 U.S.C. 2601 et seq.  
N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 30 August, 2023



# REGULATION

## R 1642.01 SICK LEAVE

- A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.
1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
  2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
  3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
  4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
  5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
  6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



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7. "Supervisor" means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.

B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1

1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
  - a. The employee is personally ill or injured;
  - b. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
  - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
  - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
    - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
    - (2) Services from a designated domestic violence agency or other victim services organization;
    - (3) Psychological or other counseling;
    - (4) Relocation; or



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- (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
      - e. The death of a family member for up to seven days;
      - f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
      - g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
      - h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
  2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
- C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4
  1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.



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2. If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board may require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.
3. If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.
4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:





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- a. Medical documentation;
  - b. A law enforcement agency record or report;
  - c. A court order;
  - d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
  - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or
  - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

## D. Sick Leave Charges

1. An employee who is absent for more than 50% percent of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.



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4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.
- E. Readmission After Disability
1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.
  2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.
    - a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
  3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.
- F. Accumulation of Sick Leave
1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.
- G. Exhaustion of Sick Leave



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1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
  - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.

## H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.
  - a. The Superintendent or designee will maintain the employees record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

Issued: 30 August 2023



## 2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., this Policy, and Regulation 2419 must be multidisciplinary in membership and, to the extent possible, must include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of



employment in effect on the effective date pursuant to N.J.S.A. 18A:17-43.3 (August 1, 2022).

This Policy and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6.

The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43., this Policy, and Regulation 7440 that is consistent with the Guidance developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP). The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious



belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Adopted:



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### R 2419 SCHOOL THREAT ASSESSMENT TEAMS

#### A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.



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4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
  5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
  6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.
- B. Multidisciplinary Threat Assessment Team
1. Threat Assessment Team Members
    - a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:
      - (1) A Principal or other senior school administrator;





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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
  - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
  - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
  - (5) A teaching staff member.
- b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student's IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
- c. The district may choose to name the threat assessment team in a manner that suits the school community needs.
2. Threat Assessment Team Structure
- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
- (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.



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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

## C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

1. Step 1: Establish a Multidisciplinary Team
  - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
  - b. Designate a team leader.
  - c. Establish team procedures and protocols.
  - d. Meet on a regular basis and as needed.



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2. Step 2: Define Prohibited and Concerning Behaviors
  - a. Establish policy defining prohibited behaviors
    - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
  - b. Identify other behaviors for screening or intervention.
  - c. Define threshold for intervention.
    - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
3. Step 3: Create a Central Reporting Mechanism
  - a. Establish one or more anonymous reporting mechanisms.
    - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
  - b. Provide training and guidance to encourage reporting.
    - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
  - c. Ensure availability to respond.
  - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.



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4. Step 4: Define Threshold for Law Enforcement Intervention
  - a. Most reports can be handled by the School-Based Team.
  - b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
5. Step 5: Establish Threat Assessment Procedures
  - a. Decide how to document cases.
  - b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
  - c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
6. Step 6: Develop Risk Management Options
  - a. Identify all available resources for creating individualized management plans.
    - (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
    - (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.



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- (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.
    - b. Establish points of contact for all resources.
- 7. Step 7: Create and Promote Safe School Climates
  - a. Assess current school climate.
    - (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district “...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues...” and to “review and strengthen school climate and the policies of the school.
  - b. Enhance current school climate.
  - c. Strengthen students’ connectedness.
    - (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.
  - d. Break down “codes of silence” and help students feel empowered to come forward and share concerns and problems with a trusted adult.
  - e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.
- 8. Step 8: Conduct Training for all Stakeholders



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- a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.
  
- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
  
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
  - (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
  
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

## D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

1. Step 1: Receive a Report of Concern



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- a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.
2. Step 2: Screen the Case
    - a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
      - (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
    - b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
    - c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.
    - d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward



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with gathering information and initiating risk management strategies.

3. Step 3: Gather Information from Multiple Sources
  - a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.
4. Step 4: Organize and Analyze
  - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at [www.secretservice.gov/nod/2559](http://www.secretservice.gov/nod/2559).
5. Step 5: Make the Assessment
  - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
  - a. Develop and implement a case management plan to reduce risk.
  - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
  - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.





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7. Step 7: Re-Assess (Case Monitoring)
    - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
    - b. Re-assessing the person of concern, going through the assessment questions again.
    - c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.
  8. Step 8: Document and Close the Case
    - a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
    - b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
    - c. The documentation should be stored in a confidential file, with only authorized personnel having access.
- E. Training
1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
  2. Threat assessment team membership:



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- a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.
  - b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
  - c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
    - (1) These trainings will be offered through the OSPEP for both in person and online platforms.
    - (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.
3. Awareness Training for Other School Community Stakeholders
- a. Request for awareness training for school staff members should be directed to the OSPEP email at [school.security@doe.nj.gov](mailto:school.security@doe.nj.gov), which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat



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Evaluation and Reporting Office's Certified Master Training Program.

F. Other Considerations

1. Individualized Education Program (IEP) or 504 Plans

- a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special

education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts

- a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may



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SCHOOL THREAT ASSESSMENT TEAS (M)

need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.

- b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.

### 3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.

### 4. Family Education Rights & Privacy Act (FERPA) – Educational Records

- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to



# REGULATION

law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records
  - a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:
    - (1) Ask permission from the student and parent to disclose medical records;
    - (2) Provide information to health and mental professionals; and
    - (3) Ask about duty to warn or duty to protect.
  - b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
    - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
    - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure



# REGULATION

must be consistent with applicable law and standards of ethical conduct.

6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted:





# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## *Office of the Superintendent*

### **2023-24 District Goals**

1. The district will implement a systems-based Positive Behavioral Student Support program for implementation in all schools while simultaneously expanding upon current levels of understanding and implementation of Social and Emotional support practices for students, staff, and self.
2. To finalize research process with respect to aligning the middle and high school schedules thereby creating a later start time for a prospective implementation for September 2024.
3. The district will meet and/or exceed the established federal accountability proficiency rates for English Language Arts and Math as determined by student performance on the New Jersey Student Learning Assessments.
4. The district will increase AP student enrollment in AP for the 2024-25 school year by 10% ( $\geq$  385 students in grades 9-12).
5. To complete all goals and actions steps outlined for completion in year 1 of the 5 year strategic plan by June 2024.

					August 30, 2023	Motion #09
	Date	Name	Location	Professional Development Activities/ Meetings	City, State	Cost/Fees
a.	8/9/2023	Arciero, J	HHS	NJPSA/FEA Supervisor's Tool Kit	Monroe, NJ	\$50.00
b.	9/28-10/2/2023	Sinclair, A	Village	Math Recovery Add+Vantage MR Course	Virtual	\$995.00*
* Paid with Grant Funds						



**Student Internships**

The following students and locations need to be board approved for Internships for the 2023/2024 school year.

<b>Student Number</b>	<b>Semester of Internship</b>	<b>Internship Company Name</b>	<b>Full Company Address</b>
550174	Fall and Spring	Village and Indian Hill	Holmdel School District
24800020	Fall & Spring	Village and Indian Hill	Holmdel School District
24800228	Fall & Spring	Trading Decoded, LLC	47 Sage Street Holmdel, NJ 07733
24800306	Fall & Spring	Prospect Capital	101 Crawfords Corner Rd Holmdel, NJ 07733
24800001	Fall & Spring	Middletown Spine & Wellness	14 Tindall Road Middletown, NJ 07748
23801122	Fall & Spring	Village	Holmdel School District
24800041	Fall	Count Basie	99 Monmouth Street Red Bank, NJ 07701
2024900264	Fall & Spring	Holmdel Orthodontics	723 N Beers Street Holmdel, NJ 07733
24800308	Fall & Spring	Village and Indian Hill	Holmdel School District
550290	Fall & Spring	Hop Brook Construction	5 Hop Brook Lane Holmdel, NJ 07733
24800058	Fall & Spring	Village and Indian Hill	Holmdel School District
552343	Fall & Spring	Monmouth Ocean Neurology	1944 NJ 33 Neptune, NJ 07753
552783	Fall	PLM Associates	331 Newman Springs Rd Bldg 1; 4th Fl; Suite 143 Lincroft, NJ 07738
24800003	Fall	A Child's Place	1409 W Front Street Lincroft, NJ 07738

<b>Student Number</b>	<b>Semester of Internship</b>	<b>Internship Company Name</b>	<b>Full Company Address</b>
24800003	Fall	A Child's Place	1409 W Front Street Lincroft, NJ 07738
24800095	Fall & Spring	JP Stevens	1 Castle Point Terrace Hoboken, NJ 07030
24800004	Fall & Spring	Village and Indian Hill	Holmdel School District
2024900265	Fall	American Cancer Society	2310 NJ 34 – 1D Manasquan, NJ 08736
24800127	Fall	Brite Smile	999 Palmer Avenue Holmdel, NJ 07733
23800102	Fall	The Data Pros	101 Crawfords Corner Rd Holmdel, NJ 07733
24800056	Spring	Baymar Farms	38 Harbor Road Morganville, NJ 07751
23800032	Fall & Spring	Tom's Ford	200 NJ-35 Keyport, NJ 07751
24800082	Fall & Spring	Philly Pretzel Factory	76 NJ-35 Eatontown, NJ 07724



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

*"A COMMITMENT TO EXCELLENCE"*

## REQUEST FOR APPROVAL OF TEXTBOOK/EBOOKS - Motion#18

<b>Title:</b>	Environmental Science: Sustaining Your World-Updated Edition
<b>Author(s):</b>	G. Tyler Miller, Scott Spoolman
<b>Publisher:</b>	Cengage Learning
<b>Copyright Date:</b>	2022
<b>Vendor Number/ISBN:</b>	978-0-357-54184-5
<b>Cost per unit (textbook):</b>	\$97
<b>Cost per unit (e-book) and details:</b>	\$50
<b>Cost per online license and frequency for renewal:</b>	1 year access: \$50 6 year access: \$97
<b>Additional costs to consider:</b>	Bundle options: Book and 6 year access: \$128.75 Book and 1 year access: \$105 <a href="#">COST BREAKDOWN</a>
<b>Course:</b>	Environmental Ecology
<b>School:</b>	Holmdel High School
<b>Estimated Number Needed:</b>	25

This section will be completed by the Director of Curriculum and Instruction.
Comments:
Date: _____
Director of Curriculum and Instruction

Date: \_\_\_\_\_

Superintendent of Schools

**TARGET POPULATION(S): PLEASE INDICATE GRADE LEVELS**

**GRADE LEVEL(S):** 9-12

**SUBJECT AREA:**

Business/Engineering/Media/Tech



Science

Guidance



Special Services

Health/Physical Education



Visual and Performing Arts

Language Arts Literacy



World Language

Mathematics

Pupil Services

**TYPE OF MATERIAL**

- List other materials examined prior to this request?  
Please list (use additional pages if needed.)

Author	Title	Publisher	Copyright	Cost
Withgott	Environmental Science (Your world, Your turn)	Savvas	2021	<a href="#">Breakdown</a>
Thomas M. Smith, Robert Leo Smith	Elements of Ecology	Pearson	2015	\$146.65 per student (combined etext with online component)
Anna Sher and Manuel Molles	Ecology: Concepts and Application	McGraw Hill	2021	\$152.31 per student (combined etext with online component)
Jay H. Withgott, Matthew Laposata	Environment: The Science Behind the stories	Pearson	2021	\$110 per student (combined etext with online component)

2. Is this material for a new course?

Yes       No      If no, please answer the following:

3. What textbook, workbook or other instructional materials did you use last year?

Author/Ebook Company	Title	Publisher	Copyright
N/A			

4. Is this requested material meant to take the place of the item listed in question 3? No  
Why or why not? This is a new course.

5. Approximately what percentage of this requested material conforms to District Curriculum and New Jersey Student Learning Standards where it is used as the course outline?

100%       75%       50%       Less than 50%

Comments: None at this time.

6. Do you feel this material can be used for the next 5 years?    Yes     No

Comments: While science is a constantly changing field, this text is the most up to date version of environmental science that pairs well with the curriculum covered in this course.

7. Is this a new book or a revised edition of a previous publication?

New Book       Revised Book

**8. BIAS**

Materials which stereotype sex roles, show bias toward age, racial, ethnic, or religious groups, and/or impose artificial hierarchies of social values on occupational categories (occupational bias) should be avoided.

8.1 Is bias present in the material? (Check all items)

Yes	No		Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Occupational Bias	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Racial Bias
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sex-Role Stereotyping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ethnic Bias
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sex Discrimination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Religious Bias
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Age Bias	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Disability Bias

8.2 Is the material sufficiently free of bias to justify its use in the classroom? (check one)

Yes  No

**9. Accuracy**

Materials which provide inaccurate or misleading information have little utility in the total teaching-learning process.

9.1 To what extent is the content objective and accurate?

1  2  3  4  5   
 Distorted or incorrect Realistic, impartial and correct

9.2 To what extent is the content timely and up-to-date?

1  2  3  4  5   
 Outdated information, ideas and illustrations Current in information, ideas and illustrations

9.3 To what extent is the content clear and complete?

1  2  3  4  5   
 Vague and Inconclusive Sufficiently detailed to prevent misinterpretation

**15**

**TOTAL SCORE FOR 9.0 ACCURACY**

**9.4 For elementary science, social studies, and math:**

List expert(s) who have examined material and found it accurate. Possible sources for review are secondary school teachers in subject area, college professors, members of community with expertise in respective areas. Consult Director of Curriculum and Instruction, if needed.

List at least one:

Name	Address	Phone Number
N/A		

## 10 APPROPRIATENESS

Appropriateness of materials should be judged in relation to the target population and the total subject matter area.

10.1 To what extent are the language and/or visuals appropriate to the target population?

1       2       3       4       5

Stilted: antiquated language used;  
trite or too complex

Fluent and easy to understand;  
appropriate to maturity level of  
learner

10.2 To what extent is the content appropriate to the target population?

1       2       3       4       5

Lacking in challenge or  
too difficult to comprehend

Challenging but not beyond  
the ability of the learner

10.3 To what extent is the content relevant to the total subject matter area?

1       2       3       4       5

Unnecessary; emphasizes and  
unimportant aspect of the subject

Important and necessary  
to the subject matter area

10.4 To what extent does the content enhance knowledge of careers/daily application in the particular disciplines?

1       2       3       4       5

No career reference/  
daily application

Frequent references to career  
opportunities and/or daily applications  
of the content knowledge

**TOTAL SCORE FOR 10.0 APPROPRIATENESS**

## 11 VERBAL AND VISUAL FLUENCY

Instructional materials should make learning easier by presenting the subject matter in a simple and attractive way.

11.1 To what extent is the material appealing to the learner?

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>
	Unattractive; cluttered; poor in design						Attractive; simple; effective in design		

11.2 To what extent is the organization of the material easy to follow?

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>
	Too many ideas treated inadequately; distracting or extraneous parts						Ideas developed adequately in a logical manner; clear general theme		

11.3 To what extent is the material interesting and stimulating?

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>
	Treats too few ideas in a redundant manner; dull and boring						Contributes to the development of critical thought and creativity		

**TOTAL SCORE FOR 11.0 VERBAL AND VISUAL FLUENCY**

## 12. USEFULNESS AND VERSATILITY

Instructional materials should be useful in a variety of situations and adaptable to varied needs of students

12.1 To what extent can the material be used with learners having varying needs?

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>
	Suitable for a limited group of learners						Appropriate to target group with varying level of maturity, economic backgrounds and learning styles		

12.2 To what extent can the material be used in a variety of classroom organization patterns?

1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>
	No provisions for adaptability; useful in only one type of situation						High level of adaptability; suitable for varying classroom formats		



12.3 To what extent is cost and packaging of the material consistent with the degree of usability?

1  2  3  4  5

Poorly constructed or packaged; more costly than is justified by probable use

Durably packaged; easy to handle and store; available at a cost commensurate with value

**15 TOTAL SCORE FOR 12.0 USEFULNESS AND VERSATILITY**

13.0 SUMMARY PROFILE

Base Points	Maximum Points Possible	Score of Task
15	15	9: 15
20	20	10: 20
15	15	11: 15
15	15	12:15
<b>Total</b>		<b>65/65</b>

14.0 READABILITY GRADE LEVEL

Approximate Grade Level	
Readability Index	
Readability Index done by	

COMMENTS:

14.1 CLASSROOM USE

Has/have any teacher(s) used this material?

Yes  No

14.2 If the answer to 14.1 is "Yes." List names of teacher(s) who have used this material.

Name	School	Grade
N/A		

Teacher evaluation of (those listed in 14.2) material for which approval is requested:

N/A

14.3 Are there other discipline areas or target populations for whom this material might be appropriate? (List)

AP Environmental Science course may also pull from this material

**REQUEST FOR APPROVAL**



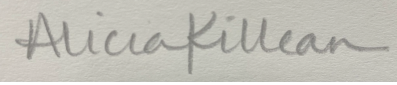


15.0 This material is recommended for use in which course(s) and school(s)?

**Environmental Ecology- Holmdel High School**

15.1 Elementary Level – all teachers at the grade level(s) for which material is requested must participate in the evaluation process and sign this request form. The principal’s signature signifying approval must also be entered.

15.2 Middle and High Schools – all teachers who will teach the course in which the requested material(s) will be used must participate in the evaluation process and sign this form.

Signatures of those completing this evaluation and request including Teachers, Supervisor, Director of Special Education and the Principal.

Position	Printed Name	Signature
Teacher	Amanda Westerweller	
Teacher	Benjamin Tapper	
Supervisor	Alicia Killean	
Director of S.E.		
Principal	Matt Kukoda	

		Motion #20
<b>Approval of Curriculum Revisions and New Courses</b>		
	<b>Course</b>	
	Literacy - Gr. 3	
	Literacy - Gr. 4	
	Literacy - Gr. 5	
	Math - Gr. 4	
	Math - Gr. 5	
	Math - Gr. 6	
	Math 7 Lab - Satz	
	AP Literature and Composition	
	Writing Lab 7	
	ESL K-2	
	ESL 6-8	
	ESL 9-12	
	AP Microeconomics	
	AP European History	
	Sociology	
	Environmental Ecology	
	APES	
	Marine Science	
	Earth and Space Science	
	Physical Science	
	Content Creators	
	AP Computer Science Principles	
	Emergency and Clinical Care	
	First Aid/CPR/AED	
	Chinese 2	
	French 4	
	AP Latin	
	AP Italian	
	Spanish 2	
	Intro Spanish	
	Spanish 1 (Satz)	
	Acting 1	



# HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## District Curriculum List 2023-2024 Motion#21

VISUAL AND PERFORMING ARTS	Grades	Previously Revised/ Written	Current Revision	Standards Updated
Art Education	K-3	5/15	5/19	1/23
Art Education	4-6	8/18	5/19	2/23
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	
Drama I	9-12	8/15	8/23	
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	9/22	
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 <sup>th</sup> 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	1/23
Music	4-6	8/15	5/19	2/23
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	



# HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## District Curriculum List 2023-2024

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	
Theater	7-8	12/18	5/19	
<b>COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION</b>	<b>Grades</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
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	9/22	
Health, First Grade	1	8/12	9/22	
Health, Second Grade	2	8/12	9/22	
Health, Third Grade	3	8/12	9/22	
Health, Fourth Grade	4	10/12	9/22	
Health, Fifth Grade	5	9/12	9/22	
Health, Sixth Grade	6	9/12	9/22	
Health, Seventh Grade	7	6/18	9/22	
Health, Eighth Grade	8	6/18	9/22	
Health, Gr. 9 Community Health	9	6/18	9/22	
Health Gr. 10 Driver Education	10	8/12	5/19	
Health Gr. 11 Family Life	11	9/12	9/22	
Health Gr. 12 First Aid/CPR/AED	12	8/12	8/23	
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	8/23	
Medical Terminology	11-12	6/18	5/19	
Physical Education	K-3	8/12	5/19	2/23
Physical Education	4-6	10/03	5/19	2/23
Physical Education	7-8	6/18	5/19	2/23
Physical Education	9-12	6/18	5/19	2/23
<b>LANGUAGE ARTS LITERACY</b>	<b>Grades</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
AP Language and Composition	11	12/12	8/23	
AP Literature and Composition	12	2/14	8/23	
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	



# HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## District Curriculum List 2023-2024

Language Arts Literacy	1	7/21	8/22	
Language Arts Literacy	2	7/21	8/22	
Language Arts Literacy	3	7/21	8/23	
Language Arts Literacy	4	8/18	8/23	
Language Arts Literacy	5	8/18	8/23	
English 6/Honors English 6	6	8/18	5/19	
English 7/Honors English 7	7	8/17	7/21	1/23
Writing Lab 7 (Voice to Pen-Revised Course)	7	8/15	8/23	
English 8/Honors English 8	8	8/18	5/19	1/23
Advanced Placement Seminar	10-12	8/21	8/21	
Creative Media (SATZ ELECTIVE)	7-8	9/09	8/22	1/23
Graphic Novels (SATZ ELECTIVE)	7-8	8/20	8/20	1/23
Creative Writing	10-12	8/14	8/22	1/23
English 9/Honors English 9	9	8/17	5/19	1/23
English 10/Honors English 10	10	8/18	5/19	1/23
English 11/Honors English 11	11	11/12	5/19	1/23
English 12/Honors English 12	12	11/12	8/22	
Film Study	10-12	8/14	5/19	1/23
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	1/23
Journalism	11-12	8/15	5/19	
SAT ELA Prep	10-12	8/15	8/20	1/23
Transitional English	7-12	7/14	5/19	
LLD English 7	7	9/21	1/23	
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-2	8/18	8/23	
English as Second Language (ESL)	3-5	5/19		
English as Second Language (ESL)	6-8	8/13	8/23	
English as Second Language (ESL)	9-12	8/13	8/23	1/23
<b>MATHEMATICS</b>	<b>Grade</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
Mathematics Grade K	K	8/15	5/19	1/23
Mathematics Grade 1	1	8/15	5/19	1/23
Mathematics Grade 2	2	8/15	5/19	1/23



# HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## District Curriculum List 2023-2024

Mathematics Grade 3	3	8/15	8/23	1/23
Mathematics Grade 4	4	7/15	8/23	1/23
Mathematics Grade 5	5	8/15	8/23	1/23
Mathematics 6/Honors Math 6	6	8/15	8/23	1/23
Mathematics 7/Honors Math 7	7	8/15	8/22	
Mathematics 8	8	8/15	8/22	
Math 7 Lab	7	NEW	8/23	
Math 8 Lab	8	NEW	8/22	
Algebra 1/Honors Algebra I	8, 7-8	8/15	5/19	1/23
Algebra 1	9-12	8/15	5/19	1/23
Advanced Algebra 2	9-12	9/14	8/20	1/23
Algebra 1 Lab	9-12	9/14	5/19	1/23
Intermediate Algebra	9-12	8/17	5/19	1/23
Algebra 2/Advanced Algebra II	11-12, 10	8/20	8/20	1/23
Honors Algebra 2	9-10	8/15	5/19	1/23
Algebra 2 Lab	10-12	NEW	8/19	1/23
Finite Mathematics	10-12	11/13	5/19	1/23
Introduction to Precalculus	9-12	8/20	8/20	1/23
Pre-Calculus/Honors Pre-Calculus	11-12	8/20	8/20	1/23
Calculus	12	9/09	5/19	1/23
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	1/23
AP Computer Science	11-12	10/14	5/19	
Geometry	9-12	8/17	5/19	1/23
Geometry Lab	10-12	8/18	5/19	1/23
Honors Geometry	9-10	8/15	5/19	1/23
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	
<b>SCIENCE</b>	<b>Grades</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
Tools of the Mind Preschool Curriculum	Pre-K	5/19	5/20	
Science, Kindergarten	K	8/17	5/19	1/23
Science, Grade 1	1	8/17	5/19	1/23
Science, Grade 2	2	8/17	5/19	1/23
Science, Grade 3	3	8/17	5/19	1/23
Science, Grade 4	4	8/17	5/19	1/23
Science, Grade 5	5	8/17	8/20	1/23



# HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## District Curriculum List 2023-2024

Science, Grade 6	6	8/16	8/20	1/23
Science, Grade 7	7	8/16	5/19	1/23
Science, Grade 8	8	8/16	5/19	1/23
AP Environmental Science	9-12	7/12	8/23	1/23
Environmental Ecology	9-12	NEW	8/23	
Earth, Environment, and Humanity	7-8	8/20	8/20	1/23
Science Fiction Writing	7-8	8/20	8/20	1/23
Forensics (MS)	7-8	8/19	8/19	1/23
BioTechnology	7-8	8/19	8/19	1/23
AP Biology	11-12	9/11	5/19	
Biology/Honors Biology	9-12	8/16	5/19	1/23
College Biology/LAB	11-12	9/11	5/19	1/23
Principles of Biology/Lab	9-12	8/16	5/19	1/23
Chemistry/Honors Chemistry	10	8/16	8/20	1/23
AP Chemistry w/ Audit	11-12	7/13	8/20	
Principles of Chemistry	10-12	8/16	8/20	1/23
Forensics Science	10-12	9/11	5/19	1/23
Honors Advanced Research	12	9/09	5/19	1/23
AP Research	11-12	8/22	8/22	
Honors Introduction to Organic Chemistry	10-12	9/09	5/19	1/23
Marine Science	10-12	9/09	8/23	1/23
AP Physics C	12	8/14	5/19	
AP Physics Magnetism and Structure	11-12	NEW	9/22	
Physics/Honors Physics	11-12	8/16	5/19	1/23
Principles of Physics	10-12	8/16	5/19	1/23
Earth and Space and Science	10-12	8/15	8/23	1/23
Physical Science with Earth Science	11-12	8/16	8/23	1/23
Honors Anatomy and Physiology	11-12	8/18	5/19	1/23
<b>SOCIAL STUDIES</b>	<b>Grades</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
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	
Grade 8 Practical Social Studies	8	8/22	8/22	1/23





# HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## District Curriculum List 2023-2024

Mythology (elective)	7-8	8/22	8/22	1/23
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 Macroeconomics	11-12	8/17	8/23	
AP Microeconomics	11-12	9/13	8/23	
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	
Psychology	10-12	8/15	8/22	1/23
Sociology	10-12	8/15	8/23	1/23
U.S. History I	10	8/18	7/21	1/23
U.S. History II	11	3/14	7/21	1/23
Financial Literacy and Economics	9-12	7/15	5/19	
World Civilization/Honors World Civilization (addendum)	9	8/18	8/23	
Perspectives on America Today: Politics, Government and Current Issues	9-12	8/16	5/19	1/23
LLD World Civilizations	9	8/18	5/19	
LLD US History II	11-12	8/20	8/20	
<b>SATZ ELECTIVES</b>				
Mythology	7-8	8/22	8/22	1/23
Argument and Debate	7	8/19	8/19	1/23
Standing Up to Intolerance	8	8/19	8/20	1/23
Forming a Critical Lens	7-8	9/21	9/21	1/23
<b>WORLD LANGUAGES</b>	<b>Grades</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
Spanish, Grade 1	1	11/08	5/19	1/23
Spanish, Grade 2	2	11/08	5/19	1/23
Spanish, Grade 3	3	4/09	5/19	1/23
Spanish, Grade 4	4	8/18	7/21	1/23
Spanish, Grade 5	5	8/18	7/21	1/23
Spanish, Grade 6	6	8/18	8/22	1/23
Intro Spanish	7	8/18	8/23	1/23
Spanish 1	8	8/18	8/23	1/23



# HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## District Curriculum List 2023-2024

Spanish 1	9-12	8/18	5/19	1/23
Spanish 2	9-12	8/18	8/23	2/23
Spanish 3	10-12	8/15	5/19	2/23
Honors Spanish 4	10-12	8/15	8/20	2/23
AP Spanish	12	7/13	8/20	2/23
LLD Spanish	9-12	9/21	9/21	n/a
Intro-Latin	7	8/20	8/20	1/23
Latin 1	8	11/07	8/20	1/23
Latin 1	9-12	10/13	5/19	1/23
Latin 2	9-12	10/13	8/20	1/23
Latin 3	10-12	10/12	7/21	2/23
Honors Latin 4	11-12	8/17	8/22	2/23
AP Latin	12	8/17	8/23	2/23
Intro-Chinese	7	9/14	8/20	1/23
Chinese 1	8	8/07	8/20	1/23
Chinese 1	9-12	7/12	5/19	1/23
Chinese 2	9-12	9/08	8/23	1/23
Chinese 3	9-12	9/10	8/20	2/23
Honors Chinese 4	10-12	9/12	8/22	2/23
AP Chinese	12	10/13	7/21	2/23
Intro-French	7	7/15	8/20	1/23
French 1	8	7/15	8/20	1/23
French 1	9-112	6/15	5/19	1/23
French 2	9-12	7/15	8/22	1/23
French 3	10/12	8/09	8/22	2/23
French 4 Honors	11-12	8/10	8/23	2/23
AP French	12	9/11	8/20	2/23
Intro-Italian	7	5/19	8/20	1/23
Italian 1	8	8/07	8/20	1/23
Italian 1	9-12	8/07	5/19	1/23
Italian 2	10-12	12/08	5/19	1/23
Italian 3	11-12	9/09	5/19	2/23
Italian Honors 4	12	9/12	8/20	2/23
AP Italian	11-12	8/15	8/23	2/23
<b>TECHNOLOGY/Business</b>	<b>Grades</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
Accounting 1	9-12	7/15	7/20	1/23
Accounting 2	10-12	8/19	8/19	1/23
Business Law	9-12	8/16	5/19	1/23
Financial Literacy and Economics	9-12	8/21	8/21	1/23



# HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## District Curriculum List 2023-2024

Internship/Mentorship	12	8/21	8/21	1/23
Sports and Entertainment Marketing	9-12	7/15	7/20	1/23
Virtual Business	9-12	7/17	5/19	1/23
AP Computer Science Principles	9-12	8/17	8/23	
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	1/23
Engineering Principles and Concepts	9-12	8/20	8/20	1/23
Architecture and Design	9-12	8/20	8/20	1/23
Engineering Capstone	11-12	8/21	8/21	1/23
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	1/23
Advanced Game Design	7-8	8/20	8/20	
Technology Education	7	8/17	8/22	
Technology Engineering and Design	8	New	8/19	1/23
Content Creators	7-8	NEW	8/23	
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	
Stem	4-6	New	8/20	
<b>Other Curriculum</b>	<b>Grades</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
Tools of the Mind Preschool Curriculum	Pre-K	5/19	5/20	
Guidance	K-12	8/15	7/21	



# HOLMDEL PUBLIC SCHOOLS

OFFICE OF CURRICULUM AND INSTRUCTION

## District Curriculum List 2023-2024

<b>Special Services</b>	<b>Grades</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
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	
<b>Supplemental Programs</b>	<b>Grades</b>	<b>Previously Revised/ Written</b>	<b>Current Revision</b>	<b>Standards Updated</b>
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 SCHOOL DISTRICT

## Standardized Assessments Schedule 2023-2024 (Board Approved August 30, 2023-Pending) Motion#22

Below are proposed 2023-2024 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 district's 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
<b>NWEA MAP</b>	<b>ELA and Math:</b> Grades 1-6 and 6-9 RR/Practical Classes	<a href="#">NWEA MAP Growth Accessibility and Accommodations Features and FAQ</a>	3	Online	45-75 minutes	September 2023 January 2024 May 2024	September 2023 January 2024 May 2024	<a href="#">NWEA MAP Growth Family Toolkit</a>
<b>LinkIt! Benchmarks A-C</b>	<b>ELA:</b> 6-12 <b>Math:</b> 7-12 <b>Science:</b> 6-8		3	Online	45-60 minutes	September 2023 January 2024 May 2024	September 2023 January 2024 May 2024	
<b>HMH Growth Measures</b>	ELA and Math:		3	Online		September 2023 January 2024 May 2024	September 2023 January 2024 May 2024	
<b>PSAT</b>	Grades 10-11	<a href="#">CollegeBoard Accommodations</a>	1	Paper-and-Pencil	3 hours	October 2-31, 2023	December 2023	<a href="#">CollegeBoard - PSAT</a>
<b>New Jersey State Graduation Proficiency Assessment (NJSGPA) Fall Administration</b>	<b>ELA and Math:</b> Grade 12	<a href="#">NJ Assessment - Accessibility Features and Accommodations Manual, 10th Edition</a>	1	Computer-based with paper-based options for students with disabilities	Two 90-minute units, Total time 180 minutes per subject	October 10 - 16, 2023 (CBT & PBT)	Fall 2023	<a href="#">New Jersey Assessments Resource Center - NJGPA</a>



# HOLMDEL SCHOOL DISTRICT

<b>NJSLA ELA/Math Regular Fall Administration</b>	<b>ELA: Grade 9 Math:</b> 9-12 (Algebra 1, Geometry and Algebra II)	<a href="#">NJ Assessment - Accessibility Features and Accommodations Manual, 10th Edition</a>	1	Computer-based with paper-based options for students with disabilities	Unit Testing Times	November 27 - December 15, 2023 (CBT & PBT)	Fall 2023	<a href="#">New Jersey Assessments Resource Center - Parent Resources (NJSLA)</a>
<b>ACCESS and Alternate ACCESS for ELLs</b>	<b>ACCESS:</b> K-12 <b>Alt. ACCESS:</b> 1-12	<a href="#">WIDA Accessibility Accommodations</a>	1	Paper – Grade K (and by request) Online Grades 1–12 (Writing portion is paper Grades 1–3)	No time limit	February 5 - March 29, 2024	Winter 2024	<a href="#">WIDA Parent Resources: ACCESS for ELLs</a>
<b>NNAT-3</b>	<b>Grade 2 Students new to the district</b> (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.	1	Online	30 minutes	March 2024	April 2024	<a href="#">NNAT3 FAQs</a>
<b>New Jersey State Graduation Proficiency Assessment (NJSGPA) Spring Administration</b>	<b>ELA and Math:</b> 11	<a href="#">NJ Assessment - Accessibility Features and Accommodations Manual, 10th Edition</a>	1	Computer-based with paper-based options for students with disabilities	Two 90-minute units, Total time 180 minutes per subject	March 11-15, 2024 (CBT & PBT)	Spring 2024	<a href="#">New Jersey Assessments Resource Center - NJGPA</a>
<b>NWEA MAP Placement Testing (Algebra 1 Screening)</b>	<b>Algebra 1 Screening:</b> 6&7	<a href="#">NWEA MAP Growth Accessibility and Accommodations Features and FAQ</a>	1	Online	45-75 minutes	March 2024	April 2024	<a href="#">NWEA MAP Growth Family Toolkit</a>
<b>Dynamic Learning Maps (DLM) Year End (YE) Model</b>	<b>ELA and Math:</b> 3 - 8 and 11 <b>Science:</b> 5-8 and 11	<a href="#">DLM Accessibility Manual</a>	1	Computer-based	Testlets Testing Times	April 8 - May 31, 2024	Spring 2024	<a href="#">Dynamic Learning Maps Resources (Parent)</a>
<b>NJSLA ELA/Math Regular Spring</b>	<b>ELA: 3 - 9 Math: 3 - High School (Algebra 1,</b>	<a href="#">NJ Assessment - Accessibility Features</a>	1	Computer-based with paper-based	Unit Testing Times	April 29 - May 24, 2024	Summer 2024	<a href="#">New Jersey Assessments Resource Center - Parent</a>



# HOLMDEL SCHOOL DISTRICT

Administration	Geometry and Algebra II)	<a href="#">and Accommodations Manual, 10th Edition</a>		options for students with disabilities				<a href="#">Resources (NJSLA)</a>
NJSLA Science Administration	Science: 5, 8, 11	<a href="#">NJ Assessment - Accessibility Features and Accommodations Manual, 10th Edition</a>	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	April 29 - May 24, 2024		<a href="#">NJSLA-S Parent, Student, and Teacher Information Guide</a>
AP Exams		<a href="#">CollegeBoard Accommodations</a>		Paper-and-Pencil			Summer 2024	<a href="#">CollegeBoard - AP Students</a>
			1		2-3 hours	May 6-17, 2024	July 2024	

**Non-Affiliated Administrators and Staff Salary 23-24**

**Motion #33 -August 30, 2023 Agenda**

	<b>Last Name</b>	<b>First Name</b>	<b>Location</b>	<b>Job Title</b>	<b>Total Calculated 23-24 Salary</b>
a.	Acquaviva	Marsha	Central Office	Bookkeeper	\$81,935.00
b.	Buzzerio	Giovanna	Central Office	Administrative Assistant to Superintendent, Special Projects	\$73,733.00
c.	Carducci	Lara	Village School	Director of Community Program & Student Transportation	\$121,339.00
d.	Chudzik	Christopher	Buildings & Grounds	Electrician	\$99,009.00
e.	DeWysockie	Jessica	Central Office	Assistant Business Administrator	\$128,814.00
f.	Gattini	Anthony	W.R. Satz School	Director of Technology	\$165,181.00
g.	Howard	Arthur	Central Office	Assistant Superintendent, Operations and Academics	\$185,760.00
h.	Irwin	Jessica	Central Office	Director of Curriculum & Instruction	\$134,160.00
i.	Jaume	Elena	Central Office	Human Resources Manager	\$103,177.00
j.	Lagana	Tara	Holmdel High School	Confidential Administrative Assistant, Special Services	\$63,315.00
k.	Lamoglia	Amanda	Holmdel High School	Director of Special Services	\$159,754.00
l.	Lelivelt	Steven	Holmdel High School	Network Engineer	\$117,898.00
m.	Machado	Carlos	Village School	Assistant Network Engineer	\$88,752.00
n.	Manney	Janis	Central Office	Purchasing Coordinator	\$73,614.00
o.	Meiley	Nicole	Central Office	Confidential Administrative Assistant, Human Resources	\$63,315.00
p.	Palme	Janice	Holmdel High School	Confidential Administrative Assistant, Special Services	\$63,315.00
q.	Petrizzo	Michael	Central Office	Business Administrator/Board Secretary	\$216,096.00
r.	Rainess	Jeffrey	Village	Assistant to Coordinator	\$52,386.00
s.	Ricco	Paula	Village	Administrative Assistant to Coordinator*	\$63,000.00
t.	Rogers	Steven	Buildings & Grounds	Assistant to Director of Plant, Operations & Maintenance	\$113,652.00
u.	Schuckert	Matthew	W.R. Satz School	Assistant Network Engineer	\$71,094.00
v.	Stromsland	Kenneth	Buildings & Grounds	Director of Plant, Operations & Maintenance	\$136,623.00
w.	Whitmore	Elizabeth	Central Office	Confidential Administrative Assistant, Academics and Operations	\$61,404.00
x.	Zacharewich	Theresa	Central Office	Administrative Assistant to Business Administrator	\$81,683.00
y.	Jorden	Betty	Buildings & Grounds	Courier	\$25.00 per hour
				<i>*Position funded through Enterprise Program</i>	



**Assigning Substitutes Sidebar -2023/2024 School Year**

**Motion #53 - August 30, 2023 Agenda**

	<b>Employee Name (Last,First)</b>	<b>Location</b>	<b>Stipend</b>
a.	Wagner, Marie	Village School	\$4,000.00
b.	O'Rourke, Heidi	Indian Hill School	\$4,000.00
c.	Dasaro, Patricia	W.R. Satz School	\$4,000.00
d.	Panepinto, Jeanne	Holmdel High School	\$4,000.00

**Schedule B Appointments****Motion #56 - August 30, 2023 Agenda**

	<b>Position</b>	<b>Season</b>	<b>First</b>	<b>Last</b>	<b>Location</b>	<b>Stipend 23-24</b>
a	Culinary Arts Advisor	Fall	John	Harkness	High School	\$1,511.00
b	Field Hockey Assistant Coach	Fall	Nora	Bosmans	High School	\$5,373.00
c	Technical Advisor	Fall	William	Szilasi	High School	\$2,016.00
d	Tennis Head Coach(Girls)	Fall	Donald	Russell	High School	\$5,540.00
e	Unified Sports Co- Coach	Fall	Marykaye	Snodgrass	High School	\$1,260.00
f	Volleyball Assistant Coach Girls	Fall	Alexander	Johnson	High School	\$5,373.00
g	Volleyball Head Coach Girls	Fall	Rebecca	Morse	High School	\$8,060.00
h	Clerk Athletic Activities Fund	Full Year	Angela	Dedonato	High School	\$4,000.00
i	Concession Stand Liaison	Full Year	John	Harkness	High School	\$1,575.00
j	Art Club	Fall	Nicole	Bayers	W.R. Satz	\$1,511.00
k	Cross Country Head Coach	Fall	Christen	McCafferty	W.R. Satz	\$4,786.00

**Approval of Mentor Appointments, 2023/2024**

<b>Novice Teacher</b>	<b>Novice Payment</b>	<b>Location</b>	<b>Mentor</b>
Clark, Marissa	\$1,000.00	High School	Cohen, Elliott
Deutschmeister, Amy	\$275.00 <i>(09/01/23-01/23/24)</i>	Indian Hill School	Bennett, Karen
Gesumaria, Angela	\$550.00	Indian Hill School	McCarthy, Catherine
Gradzki, Kristina	\$220.00 <i>(09/01/23-12/31/23)</i>	Indian Hill School	Metzinger, Jennifer
Maccario, Angelica	\$165.00 <i>(09/01/23-11/30/23)</i>	Indian Hill School	McMahon, Leslie
Schifano, Brian	\$550.00	Indian Hill School	Thomas, Meredith
Weinstein, Hailey	\$550.00	Indian Hill School	Broadhurst, Carolyn
Kruger, Erica	\$550.00	Village School	Pugielli, Kristy
Smith, Katherine	\$550.00	Village School	Dempsey, Carol
Crehan, Ryan	TBD	Village School	Semanchick, Elizabeth

**Volunteers**

**Motion #59 - BOE Agenda 8/30/23**

	<b>Volunteers</b>	<b>Last Name</b>	<b>First Name</b>
a	Volunteer Assistant Coach Football	Polivka	John
b	Volunteer Assistant Coach Football	Leo	Steven
c	Volunteer Assistant Coach Girls Soccer	Hinds	Eric
d	Volunteer Football Coach	Dorsi	Michael
e	Volunteer Cross Country	Arun	Movva
f	Volunteer Cheerleading	Gesumaria	Angela
g	Volunteer Cheerleading	Sharp	Jayda

Award of Bids for Public/Non-Public Student Transportation Services – Bid #24-05

On August 8, 2023 at 11:00 a.m., the following bids were received for Public/Non-Public Student Transportation Services Bid #24-05:

	<b>CONTRACTOR</b> <b>Durham School Services</b>	<b>CONTRACTOR</b> <b>Keyport Auto Body</b>	<b>CONTRACTOR</b> <b>Seman Tov Inc.</b>
	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>FLAG</b>	\$466.30	\$340.00	\$395.00
<b>Inc/Dec Adj.</b>	\$0.01	\$1.25	\$0.01

	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>SUN</b>	\$469.00	\$340.00	\$395.00
<b>Inc/Dec Adj.</b>	\$0.01	\$1.25	\$0.01

	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>IH27</b>	\$476.00	\$320.00	\$395.00
<b>Inc/Dec Adj.</b>	\$0.01	\$1.25	\$0.01

	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>HTHS</b>	\$450.00	\$220.00	\$227.00
<b>Inc/Dec Adj.</b>	\$0.01	\$1.25	\$0.01

	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>AAHS</b>	\$462.90	\$295.00	\$300.00
<b>Inc/Dec Adj.</b>	\$0.01	\$1.25	\$0.01

	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>CHS</b>	\$466.00	\$288.00	\$300.00
<b>Inc/Dec Adj.</b>	\$0.01	\$1.25	\$0.01

	<b>Bid Amount</b>	<b>Bid Amount</b>	<b>Bid Amount</b>
<b>CBA/OAK HILL</b>			
<b>Inc/Dec Adj.</b>	No Bid	No Bid	No Bid

Resolved: That the Board pursuant to requirements of N.J.S.A. 18A:39-3 et seq. award Public/Non-Public Student Transportation Services – Bid #24-05 to Keyport Auto Body as follows:

	<b>CONTRACTOR</b> <b>Keyport Auto Body</b>
	<b>Bid Amount</b>
<b>FLAG</b>	\$340.00
<b>Inc/Dec Adj.</b>	\$1.25

	<b>Bid Amount</b>
<b>SUN</b>	\$340.00
<b>Inc/Dec Adj.</b>	\$1.25

	<b>Bid Amount</b>
<b>IH27</b>	\$320.00
<b>Inc/Dec Adj.</b>	\$1.25

	<b>Bid Amount</b>
<b>HTHS</b>	\$220.00
<b>Inc/Dec Adj.</b>	\$1.25

	<b>Bid Amount</b>
<b>AAHS</b>	\$295.00
<b>Inc/Dec Adj.</b>	\$1.25

	<b>Bid Amount</b>
<b>CHS</b>	\$288.00
<b>Inc/Dec Adj.</b>	\$1.25

	Bid Number	Route Number	Per Diem Rate	Destination
Helfrich	23-02	H1	190.55	High School
Helfrich	23-02	S1	190.55	Satz
Helfrich	23-02	IH1	190.55	Indian Hill
Helfrich	23-02	H2	190.55	High School
Helfrich	23-02	S2	190.55	Satz
Helfrich	23-02	Guitar	190.55	Village
Helfrich	23-02	H3	190.55	High School
Helfrich	23-02	S3	190.55	Satz
Helfrich	23-02	IH3	190.55	Indian Hill
Helfrich	23-02	H4	190.55	High School
Helfrich	23-02	S4	190.55	Satz
Helfrich	23-02	Bell	190.55	Village
Helfrich	23-02	H5	190.55	High School
Helfrich	23-02	S5	190.55	Satz
Helfrich	23-02	IH5	190.55	Indian Hill
Helfrich	23-02	H6	190.55	High School
Helfrich	23-02	IH6	190.55	Indian Hill
Helfrich	23-02	H7	190.55	High School
Helfrich	23-02	IH7	190.55	Indian Hill
Helfrich	23-02	H8	190.55	High School
Helfrich	23-02	IH8	190.55	Indian Hill
Helfrich	23-02	H9	190.55	High School
Helfrich	23-02	IH9	190.55	Indian Hill
Helfrich	23-02	SJV	127.03	St. John Vianney
Helfrich	23-02	St. Bens2	127.03	St. Benedicts
Helfrich	23-02	Balloon	127.03	Village
Helfrich	23-02	Bear	185.26	Village
Helfrich	23-02	Late Bus B	185.26	HS/Satz
Helfrich	23-02	Late Bus C	185.26	HS/Satz
Helfrich	23-02	Late Bus D	185.26	HS/Satz
Helfrich	10-02	Athletics	varies	HS/Satz
Jays	23-02	Watermelon	329.00	Village
Jays	23-02	Late Bus A	168.00	High School
Jays	23-02R	H12	233.33	High School
Jays	23-02R	S12	233.33	Satz
Jays	23-02R	Baseball	233.33	Village
Jays	23-02R	H19	233.33	High School
Jays	23-02R	S19	233.33	Satz
Jays	23-02R	Pineapple	233.33	Village
Jays	23-02R	H24	233.33	High School
Jays	23-02R	S24	233.33	Satz
Jays	23-02R	IH24	233.33	Indian Hill
Jays	23-02R	H11	350.00	High School
Jays	23-02R	Snake	350.00	Village
Jays	23-02R	S20	350.00	Satz

Jays	23-02R	IH20	350.00	Indian Hill
Jays	23-02R	S23	350.00	Satz
Jays	23-02R	Zebra	350.00	Village
Keyport	22-01	S-Book	341.98	Village
Keyport	17-01	BTHS-2	223.57	BioTech
Keyport	22-03	Owl	349.54	Village
Keyport	19-02	Fish	310.13	Village
Keyport	19-02	IH15	279.59	Indian Hill
Keyport	19-02	IH16	302.21	Indian Hill
Keyport	20-06	Apple*	158.66	Village
Keyport	20-06	Bee*	158.66	Village
Keyport	22-02	Harbor*	434.97	Harbor
Keyport	23-02	13	197.96	High School
Keyport	23-02	S13	197.96	Satz
Keyport	23-02	IH13	197.96	Indian hill
Keyport	23-02	H25	197.96	High School
Keyport	23-02	S25	197.96	Satz
Keyport	23-02	Butterfly	197.96	Village
Keyport	23-02	S14	262.00	Satz
Keyport	23-02	Kitten	262.00	Village
Keyport	23-02	H18	237.66	High School
Keyport	23-02	Flower	237.66	Village
Keyport	23-02	IH26	384.27	Indian Hill
Keyport	23-02R	IH17	342.99	Indian Hill
Keyport	23-02R	IH21	365.22	Indian Hill
Keyport	23-02R	H10	232.36	High School
Keyport	23-02R	Giraffe	232.36	Village
Keyport	23-02R	STJV	171.14	St. John Vianney
Keyport	23-02R	ST.BENS	171.14	St. Benedict
Keyport	23-02R	IH22	171.14	Indian Hill
Keyport	23-02R	RBC	184.20	Red Bank Catholic
Keyport	23-02R	ST.LEO	184.20	St. Leo
Keyport	23-02R	Wagon	184.20	Village
Keyport	23-03	HSWC2*	360.06	High School
Keyport	23-03	HSWC1*	182.12	High School
Keyport	23-03	SWC*	182.12	Satz
Keyport	23-03	IHWC*	182.12	Indian Hill
Keyport	23-03	Hornet*	360.06	Village
Keyport	23-03	Turtle*	360.06	Village
Keyport	23-03	Duck*	360.06	Village
Keyport	23-03	Monkey*	360.06	Village
Keyport	23-02R	SLE1*	307.13	High School
Keyport	23-02R	SLE2*	307.13	High School





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- 40 Professional Service Expenses
- 41 Professional Service Expenses
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- 44 Contractual Salary Obligations
- 45 Supply Expenses
- 46 Supply Expenses
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- 48 Contractual Salary Obligations
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- 52 Contractual Salary Obligations
- 53 Contracted Service Expenses
- 54 Supply Expenses
- 55 Contracted Service Expenses
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- 60 Contractual Salary Obligations
- 61 Supply Expenses
- 62 Contractual Salary Obligations
- 63 Contractual Salary Obligations
- 64 Contracted Service Expenses
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- 66 Contracted Service Expenses
- 67 Benefits Expenses
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