

REGULAR BUSINESS MEEING SEPTEMBER 29, 2010

1. Call to Order

The Board of Education, Township of Holmdel, met in Regular Business Meeting on Wednesday, September 29, 2010, in the library, Wm. R. Satz School 24 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 8:00 p.m., prevailing time, by Dr. Ray M. Tai, President of the Board.

2a. Opening Statement

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

- Posting written notice prominently on the bulletin board in the Office of the Board of Education, 4 Crawfords Corner Road, Holmdel, New Jersey, the District's website and sent to the four district schools.
- The mailing and/or hand delivery of said notice to the designated newspapers, Asbury Park Press, Independent, the PLG, PSG, PSA, PTSO, SAB presidents and student representatives to the Board.
- Filing with the Clerk of Holmdel Township, Police Headquarters and Public Library.

2b. Open Public Meetings Act

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

- There are two opportunities for the public to speak; the first is 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.
- 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.

3a. Roll Call/Flag Salute

The following Board members were present: Mesdames: Garrity, Liu, Pascucci (left the meeting at 9:15 p.m. and returned at 9:20 p.m.), Vander Woude and Wetmore and Messrs: Tai, Collins, Pavlik (arrived 9:10 p.m.) and Sockol. Also present were Mrs. Barbara Duncan, Superintendent, Mr. Peter W. Mikos, Assistant Business Administrator/Assistant Board Secretary, Ms. Mary Beth Currie, Assistant Superintendent for Curriculum and Instruction and Mr. Martin Barger, Board Attorney. Absent: Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary Ms. Niriksha Kannan and Mr. Alexander Ching student representatives to the Board were present.

3b. Reading of 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 Core Curriculum Content Standards, and to become responsible and resourceful citizens and life-long learners.

4. Presentation(s) HFEE 2010-11 Fundraising Goal: Village Rain Garden Outdoor Classroom
Shakespeare Grant Experience Power Point – Marianne Connelly
- 1) Mrs. Duncan presented the HFEE's intent to make a 10/11 donation for an outdoor classroom in the VS rain garden. By a show of hands, the Board accepted the donation. Theresa Graw with the foundation provided a comprehensive outline of the planned donation.
 - 2) Stratford-Upon-Avon slide show presented by Marianne Connelly on her trip for Shakespeare. Mr. Sockol personally commended Mrs. Connelly on her presentation as well her bringing the arts to the district and profound positive effect on his son's life.
- 5a. Approval of Minutes
- Resolved: That the Board approve the minutes of the following meeting(s):
Confidential Closed Executive Session (Student Matter) September 15, 2010
- MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0-1
Abstained: Dr. Tai
Absent: Mr. Pavlik
- 5b. Approval of Minutes
- Resolved: That the Board approve the minutes of the following meeting(s):
Closed Executive Session (Student Matter) September 15, 2010
- MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0-1
Abstained: Dr. Tai
Absent: Mr. Pavlik
- 5c. Approval of Minutes
- Resolved: That the Board approve the minutes of the following meeting(s):
Closed Executive Session - September 15, 2010
- MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0-1
Abstained: Dr. Tai
Absent: Mr. Pavlik
- 5d. Approval of Minutes
- Resolved: That the Board approve the minutes of the following meeting(s):
Regular Business Meeting – September 15, 2010
- MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 7-0-1
Abstained: Dr. Tai
Absent: Mr. Pavlik
- 6a. Questions from the Public (Agenda Items) None

6b. Committee Reports(s)

The following committee reports were given:

Curriculum & Instruction Committee	Mrs. Pascucci
Community Relations Committee	Mrs. Liu
Special Services Committee	Mrs. Vander Woude
Budget & Finance Committee	Ms. Garrity

7. Committee of the Whole7a. Approval of Transfer of Funds

Resolved: That the Board approve the transfer of \$13,000.00 (P.O. 11-0043) to be deposited in the W.R. Satz School Athletic Checking Account (2040361162661). [T – To fund payment and officials and fees for the W.R. Satz athletic teams.]

MOTION: Mr. Collins SECOND: Mr. Sockol VOTE: 8-0
Absent: Mr. Pavlik

7b. Amendment of Job Descriptions

Resolved: That the Board amend the following Job Descriptions, as per attachment #1:

Administrative Assistant to the Superintendent, Special Projects
Executive Secretary to the Assistant Superintendent, Curriculum & Instruction

Discussion: Mrs. Duncan explained that this is the result of not filling Kathi Podolla's position and having her responsibilities absorbed by Gerilyn Kessler and Elena Martino. Mr. Sockol thanked Mrs. Duncan and appreciates the consolidation in light of public comments.

MOTION: Mr. Collins SECOND: Mrs. Vander Woude VOTE: 8-0
Absent: Mr. Pavlik

7c. Approval for Adoption of Curriculum Guides

Resolved: That the Board adopt the following curriculum guides [B]:

Acting Cycle A
Acting Cycle B
Acting Cycle C
Acting Cycle D
Biology
Chinese III
Introduction to Culinary Arts – Foods 1 Grade 7
Introduction to Web Design
Principles of Biology
Science Grade 7
Television Production II
Television Production III and Management

Discussion: Mrs. Currie provided a brief background on curriculum design for each guide and to make them more contemporary. Mrs. Pascucci thanked teachers involved in curriculum development. Mr. Sockol commented that might make for good adult curriculum.

MOTION: Mrs. Wetmore SECOND: Mr. Collins VOTE: 8-0
Absent: Mr. Pavlik

7d. Acceptance of Donation

Resolved: That the Board accept with gratitude, a monetary donation of \$500.00, from Mr. & Mrs. Fontana, to be used by the Holmdel High School Dance Team. [D]

MOTION: Mr. Sockol SECOND: Mrs. Liu VOTE: 8-0
Absent: Mr. Pavlik

7d-1. Acceptance of Donation

Resolved: That the Board accept with gratitude, a non-monetary donation valued at \$2,200.00 of 400 owl pellets and training videos to be used by the science classes for dissection and research purposes, from Paul Wilson. [D]

MOTION: Mr. Sockol SECOND: Mrs. Liu VOTE: 8-0
Absent: Mr. Pavlik

7d-2. Acceptance of Donation

Resolved: That the Board accept with gratitude a non-monetary donation of 20 boxes of copy paper, (estimated cost \$700) from the Jersey Shore Chinese School, to be used by W.R. Satz School. [D]

MOTION: Mr. Sockol SECOND: Mrs. Liu VOTE: 8-0
Absent: Mr. Pavlik

7d-3. Acceptance of Donation

Resolved: That the Board accept with gratitude a non-monetary donation valued at \$2,000.00 from Todd and Kerry Gershenow for items to be used by the Village School Autistic Program. The following items have been purchased at a value of \$1,300.00. The remaining \$700.00 will be used to purchase additional items at a later date. [D]

1. Wii Game System
2. Wii Fit with Balance Board
3. Wii Controllers
4. Wii Extended Warranty
5. Little Tykes Jump and Slide
6. Pyrex Mixing Bowl Set
7. Convection Microwave Oven
8. Bakeware
9. Hamilton Beach Electric Mixer
10. Measuring Cups and Spoons and Utensils
11. TV with Built in DVD and VCR

MOTION: Mr. Sockol SECOND: Mrs. Liu VOTE: 8-0
Absent: Mr. Pavlik

7d-4. Acceptance of Donation

Resolved: That the Board accept with gratitude a non-monetary donation valued at \$975.00 from Holmdel Creative Arts Association (HCAA) for items to be used by the Holmdel High School TV Production Class. [D]

3 Canon Mini DV Camcorder Kits

MOTION: Mr. Sockol SECOND: Mrs. Liu VOTE: 8-0
Absent: Mr. Pavlik

7e. Approval of Student Trips

Resolved: That the Board approve the educational objectives, itinerary, rules and regulations regarding this trip are on file in the Office of the Superintendent of Schools and the appropriate Principal's Office.

Date of Trip	School	Teacher/ Advisor	Class/Club/ Group	Destination City/State	Time	Total Students	Total Chaperones	Total Cost
10/04/10 10/05/10	High School	Cole, Jonathan & Schroeter, Mark	AP Environmental Science	Sandy Hook & Holmdel, NJ	8:00 a.m. - 1:30 p.m.	38	2 teachers	\$270.00
10/08/10	High School	Whitten, Sandra	Poetry experience for Jr. & Sr. Class Students	Newark, NJ	7:45 a.m. - 4:00 p.m.	36	4 teachers	\$250.00
10/10/10	High School	Lazar, Alana	Key Club	Jackson, NJ	7:30 a.m. - 3:00 p.m.	40	2 chaperones 1 teacher	No cost to Board
10/18/10 10/19/10	High School	Cole, Jonathan & Schroeter, Mark	Marine Science	Shark River Inlet, NJ	8:00 a.m.- 1:40 p.m.	26	2 teachers	\$280.00
10/20/10	W.R. Satz	Rafferty, Colette	Intro to Italian	New York, N.Y.	8:30 a.m.- 2:00 p.m.	31	2 teachers	No cost to Board
10/22/10	W.R. Satz School	Malolepszy, Elizabeth	Grades 7 & 8 Italian	New York, N.Y.	8:30 a.m. - 2:30 p.m.	53	2 teachers	\$1,375.00
10/27/10	W.R. Satz School	Ferraro, Michael	Grade 8 Creative Arts	New York, N.Y.	10:40 a.m. - 6:00 p.m.	73	4 teachers 1 nurse	No cost to Board
01/12/11	W.R. Satz School	Ferraro, Michael	Creative Arts	New York, N.Y.	10:40 a.m. - 6:00 p.m.	71	4 teacher	No cost to Board
02/18/11 02/21/11	High School	Koryat, John	Band	Orlando, Fl.	6:00 a.m.	65	2 teachers 3 parents	No cost to Board
03/23/11	W.R. Satz School	Ferraro, Michael	Creative Arts	New York, N.Y.	10:40 a.m.- 6:00 p.m.	71	4 teachers	No cost to Board
06/08/11	W.R. Satz School	Ferraro, Michael	Creative Arts	New York, N.Y.	10:40 a.m. - 6:00 p.m.	71	4 teachers	No cost to Board

MOTION: Mr. Collins SECOND: Mr. Sockol VOTE: 8-0
Mr. Pavlik

7f. Approval of Out-of-District Travel – District Personnel

Resolved: That the Board approve the out-of-district travel as authorized by the Superintendent under Policy 4233 Staff Member Expenses and in accordance with Regulation 4233 Staff Member Expenses, as listed below: [B]

District Personnel

Date	Name	Location	Workshop	City/State	Cost
10/18/10	Barbara, Christine	Village School	NJ School Counselor Association Fall Conference	Long Branch, NJ	\$155.00
10/12/10	Barth, Melissa	W.R. Satz School	2010 NJ Science Convention	Somerset, NJ	\$100.00
12/02/10	Bennett, Genevieve	W.R. Satz School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
10/12/10 & 10/13/10	Blustein, Lynn	High School	2010 NJ Science Convention	Somerset, NJ	\$100.00
10/12/10	Bradley, Kathleen	Indian Hill School	2010 NJ Science Convention	Somerset, NJ	\$100.00
09/30/10	Burke, Denean	Indian Hill School	Manipulative Students: How to Respond to Destructive Games Young People Play (Webinar)	Holmdel, NJ	\$45.10
10/27/10	Burke, Denean	Indian Hill School	Recognizing Power Struggles & Redirecting Behavior (6-12)	Eatontown, NJ	\$0.00
10/29/10	Colannino, Amanda	Village School	NJALC Annual Fall Symposium Reality in Special Education: Assessment, IEPs, Law (IDEA Funded)	Bridgewater, NJ	*\$145.00
10/29/10	Coticelli, Doreen	High School	NJALC Annual Fall Symposium Reality in Special Education: Assessment, IEPs, Law (IDEA Funded)	Bridgewater, NJ	*\$145.00
10/29/10	DePasquale, Deborah	W.R. Satz School	NJALC Annual Fall Symposium Reality in Special Education: Assessment, IEPs, Law (IDEA Funded)	Bridgewater, NJ	*\$145.00
12/02/10	Esposito, Janice	Indian Hill School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
12/02/10	Farinella, Maria	Indian Hill School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
11/16/10	Fleming Commisso, Colette	High School	Rutgers University Fall Counselor Day	New Brunswick, NJ	\$0.00
11/23/10	Fleming Commisso, Colette	High School	NJ Higher Education Student Assistant Authority Secondary Counselor Training Level II	Lakewood, NJ	\$0.00
10/12/10	Flynn, Jennifer	W.R. Satz School	2010 NJ Science Convention	Somerset, NJ	\$100.00
04/07/11	Gargano, Angela	Village School	Teaching Verbal Behavior to Students with Autism: Natural Environment Teaching	Eatontown, NJ	\$0.00
10/14/10	Gargano, Angela	Village School	Teaching Functional Communication Skills to Vocal & Non-Vocal Learners	Eatontown, NJ	\$0.00
12/02/10	Givens, Suzanne	Village School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
12/02/10	Graboski, Nancy	Village School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
09/30/10	Griffith, Allison	Indian Hill School	Manipulative Students: How to Respond to Destructive Games Young People Play (Webinar)	Holmdel, NJ	\$45.10
10/27/10	Griffith, Allison	Indian Hill School	Recognizing Power Struggles & Redirecting Behavior (6-12)	Eatontown, NJ	\$0.00

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10/13/10	Hoheb, Elizabeth	High School	2010 NJ Science Convention	Somerset, NJ	\$117.03
10/07/10	Jasperse, Colleen	Indian Hill School	Fall Yearbook Workshop	Edison, NJ	\$100.00
10/13/10,11/17/10, 01/12/11,03/02/11, 04/13/11, 05/18/11	Jaume, Elena	Central Office	PowerSchool User Groups Meetings for 2010 - 2011	Rahway, NJ	\$74.10
10/19/10	Jones, Cresenda	Administrator - High School	Monmouth Ocean County Science Supervisors Meetings	Toms, River, NJ	\$37.40
11/09/10	Jones, Cresenda	Administrator - High School	Monmouth Ocean County Science Supervisors Meetings	Neptune, NJ	\$19.80
01/11/11	Jones, Cresenda	Administrator - High School	Monmouth Ocean County Science Supervisors Meetings	Wall Township, NJ	\$23.10
02/08/11	Jones, Cresenda	Administrator - High School	Monmouth Ocean County Science Supervisors Meetings	Manahawkin, NJ	\$60.50
03/08/11	Jones, Cresenda	Administrator - High School	Monmouth Ocean County Science Supervisors Meetings	Brick, NJ	\$28.60
04/12/11	Jones, Cresenda	Administrator - High School	Monmouth Ocean County Science Supervisors Meetings	Manchester, NJ	\$38.50
05/10/11	Jones, Cresenda	Administrator - High School	Monmouth Ocean County Science Supervisors Meetings	Lanoka Harbor, NJ	\$46.20
06/14/11	Jones, Cresenda	Administrator - High School	Monmouth Ocean County Science Supervisors Meetings	Barnegat, NJ	\$56.10
10/06/10	Jones, Cresenda	Administrator - High School	NJ Math & Science Education Coalition	Princeton, NJ	\$0.00
10/27/10	Judd, Nora	Indian Hill School	Recognizing Power Struggles & Redirecting Behavior	Eatontown, NJ	\$0.00
10/05/10	King, Denise	W.R. Satz School	Art Educator's of NJ Annual Conference	Somerset, NJ	\$203.48
10/15/10	Klinger, Sandra	Village School	NJ Commission for the Blind & Visually Impaired	West Windsor, NJ	\$0.00
05/25/11	Kohlbecker, Marilyn	High School	Using Smart Board to Advance Math	Eatontown, NJ	\$0.00
11/10/10	Kohlbecker, Marilyn	High School	Positive Behavioral Supports: Inclusive Programming	Eatontown, NJ	\$0.00
12/08/10	Kohlbecker, Marilyn	High School	Treatments for Obsessive - Compulsive Disorders	Eatontown, NJ	\$0.00
12/02/10	Martignoni, Alison	Indian Hill School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
10/29/10	Marzigliano, Cheryl	Indian Hill School	NJALC Annual Fall Symposium Reality in Special Education: Assessment, IEPs, Law (IDEA Funded)	Bridgewater, NJ	*\$145.00
11/15/10	Marzigliano, Cheryl	Indian Hill School	Response to Intervention: Setting Up and Getting Started	Monroe, NJ	\$0.00
10/27/10	McCarthy, Kevin	Indian Hill School	Recognizing Power Struggles and Redirecting Behavior	Eatontown, NJ	\$0.00
10/08/10	McDonald, Margaret	High School	Dodge Poetry Festival	Newark, NJ	\$0.00
10/12/10	Mester, Theodore	High School	2010 NJ Science Convention	Somerset, NJ	\$100.00
11/16/10	Mollo, Wendy	High School	Rutgers Fall Counselor Day	Piscataway, NJ	\$0.00
10/12/10	Nemec-Coulson, Nancy	W.R. Satz School	2010 NJ Science Convention (IDEA Funded)	Somerset, NJ	*\$100.00
12/02/10	Papazoglou, Stephanie	Indian Hill School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
10/06/10,12/08/10, 02/16/11, 05/04/11	Peart, Mandie	Administrator, Central Office	NJ Association of School Personnel Administrators	Mercerville, NJ	\$93.96
11/18/10	Radziwanowski, Ann	High School	Teaching Verbal Behavior to Students w/Autism	Eatontown, NJ	\$0.00
12/02/10	Radziwanowski, Ann	High School	Software Application at Secondary Level	Eatontown, NJ	\$0.00

06/02/11	Radziwanowski, Ann	High School	Putting Brain Research to Work	Eatontown, NJ	\$0.00
10/15/10	Rafferty, Colette	W.R. Satz School	Teaching Italian Symposium/Workshop	Montclair, NJ	\$0.00
12/02/10	Rath, Vivian	Indian Hill School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
12/02/10	Rose-Dodge, Judith	Indian Hill School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
11/11/10	Rose-Dodge, Judith	Indian Hill School	Differentiated Instruction in the Language Arts Class	Eatontown, NJ	\$0.00
10/04/10	Saler, Michelle	Central Office	Provisional Teacher Program/Alternate Route	East Brunswick, NJ	\$7.87
12/02/10	Walton, Judith	Indian Hill School	3rd Annual Special Education/Mathematics Conference (IDEA Funded)	Monroe, NJ	*\$150.00
11/11/10	Walton, Judith	Indian Hill School	Differentiated Instruction in the Language Arts Class	Eatontown, NJ	\$0.00
10/07/10	Watts, Robin	Indian Hill School	Fall Yearbook Workshop	Edison, NJ	\$100.00
12/01/10	Barry, AnnMarie	Village School	Technology Showcase for Teacher Elementary Classroom	Eatontown, NJ	\$0.00
10/13/10	Barry, AnnMarie	Village School	Classroom Management with Students with Oppositional Behavior	Eatontown, NJ	\$0.00
11/11/10	Laverne, Yasmine	Village School	Differentiated Instruction in Language Arts	Eatontown, NJ	\$0.00
11/11/10	Martignoni, Alison	Indian Hill School	Differentiated Instruction in Language Arts	Eatontown, NJ	\$0.00
05/25/11	Martignoni, Alison	Indian Hill School	Using the Smart Board to Advance Math Skills (K-6)	Eatontown, NJ	\$0.00
09/30/10	McCarthy, Kevin	Indian Hill School	Manipulative Students: How to Respond to Destructive Games Young People Play	Holmdel, NJ	\$45.10
10/13/10	McNamara, Kevin	Grounds	Storr Tractor Seminars	Piscataway, NJ	\$0.00
10/07/10	Michell, Christin	Village School	Social Skills: Back to the Basics	Eatontown, NJ	\$0.00
04/05/10	Michell, Christin	Village School	Teaching Social Skills in a Classroom Setting	Eatontown, NJ	\$0.00
11/11/10	Neville, Megan	Village School	Differentiated Instruction in Language Arts	Eatontown, NJ	\$0.00
10/13/10	Penszynski, Charles	Grounds	Storr Tractor Seminars	Piscataway, NJ	\$0.00
10/13/10	Scott, Carolyn	Village School	Classroom Management with Students with Oppositional Behavior	Eatontown, NJ	\$0.00
12/01/10	Scott, Carolyn	Village School	Technology Showcase for the Elementary Classroom	Eatontown, NJ	\$0.00
10/13/10	Stein, Steve	Maintenance	Storr Tractor Seminars	Piscataway, NJ	\$0.00

* Paid with Title II Funds, IDEA, and ARRA Grant

MOTION: Mr. Collins SECOND: Mr. Sockol VOTE: 8-0
Mr. Pavlik

8a. Report of the Superintendent

Highlights since our last board meeting:

Village School had an amazing turn out at Back to School Nights. It was standing room only! Thanks to the parents and teachers for their support in getting the students off to a great start. The teachers did a wonderful job reviewing the curriculum for the school year. The energy was high and the feedback was very positive.

All of the students had the opportunity to help plant seasonal plants/flowers in an introductory lesson for the newly installed Rain Gardens. This has been a exciting, successful and collaborative effort. A very special thank you to Carol Dempsey (media specialist) for helping to organize and host this experience for the children.

PSA - Ladies Night Out is scheduled for October 21st at the Shadowbrook in Shrewsbury. Planning is well underway with many donations coming in from local businesses.

Kindergarten parents were personally invited to a Meet and Greet reception on September 22nd, they were welcomed by the PSA and introduced to other new parents.

Indian Hill - had three successful, well attended back to school nights. The last 6th grade back to school night took place on Tuesday, September 28th.

Columbia University Training will take place on September 30 (first session). 4th and 5th grade literacy teachers eagerly look forward to the Columbia University Training.

W. R. Satz School - Back to School Night on Thursday, September 23rd went smoothly. Board of Education member Mrs. Garrity, PSG president, Mrs. Echavaria, and Mr. Howard welcomed all of the parents in the cafetorium, while the Satz School teachers and staff members walked our parents through a typical day for their children at Satz School.

High School News – So far this year, we have 30 Commended Scholars to go along with our 14 Semifinalists!

Over the past two weeks, all high school students completed an orientation session, in their English classes, in the school library, which included training on Internet Safety. The orientation sessions were a big success, and future sessions on the importance of protecting one's "digital footprint" are planned. Thank you to Mr. Baronowsky for his diligence in this endeavor.

The fall sports season is underway, and many of our teams are off to particularly strong start. Football is 3 - 0 and will be playing Red Bank Regional on October 1, at home, at 7:00 pm. The Girls' Volleyball team, which opened their season at 7-1, already surpassed last year's win total for the season. Girls' Tennis is also off to a rousing start, with a #6 state ranking and #1 seed in the upcoming Shore Conference Tournament. Boys Soccer is undefeated to this point in the season. Congratulations to all of our fall athletes and their coaches. Keep up the great work!

District Goals:

Differentiated Instruction at Village School - Mr. Schillaci has had the opportunity to meet with all staff members through whole group and individual grade level meetings to plan initiatives in differentiated instruction specific to literacy. The building schedule was created to give teachers the opportunity to collaboratively plan for this initiative. Specific resources were also ordered, and dedicated time has been invested into meeting with our reading specialist to make sure the goals are being met. They are also working with Susan Alston to make sure they get off to a great start with the Columbia University training.

The Character Education program at Indian Hill is being discussed with Guidance Counselors. They have set up an assembly program on bullying for the week of Oct 18th.

The W.R. Satz School has arranged an assembly on cyber bullying through the Monmouth County Prosecutor's Division of Computer Crime. An officer will be coming out to our school on October 29th. They are also working on scheduling a district wide parent awareness night on cyber bullying through the same office.

The I&RS committee is working in conjunction with our Core Team to help flag at risk students and institute early intervention strategies.

Humanities:

- Differentiation- We have arranged for Columbia University Teachers College to provide training in Readers Workshop for teachers in grades K-6. This effort will include the special education teachers, as well as the general education teachers in Literacy. We will have two trainers, one dedicated to Village School and one to Indian Hill. The Indian Hill training will begin on September 30. The schedule for Village training is still a work in progress. Ms. Alston attended every grade's TEAM meeting at both schools to introduce this initiative and answer any questions.
- Differentiation-Ms. Alston continued to work with Marilyn Bellis to define, establish and chart a framework and scope and sequence for grades 4-5 reading workshop. This will be shared at team meetings and articulation meetings during the school year with staff.
- Technology- New Turn It In application was introduced to the HS Humanities teachers. This will be a very valuable tool for helping students identify plagiarism in their work before they hand it in. It will also provide a means and vehicle for helping the teachers find such instances and provide the supporting information. We are all eager for more formal training on District Professional Development Day, October 11.
- Technology- Ms. Alston will take part in learning about the Parent Portal for Gradebook to be able to assist teachers and parents with any questions.
- Ms. Alston and Ms. Pomarico worked together to bring a wonderful assembly to the HS Sophomore class. The presentation by Major Mike Ogden of the US Marines, blended seamlessly with the summer reading selection *Sunrise Over Fallujah* by Walter Dean Myers. The assembly led to many enlightening and thought provoking discussions in class afterward.

Human Resources:

The district recently welcomed seventeen (17) new teaching staff members. Seven (7) of these new staff members are covering temporary leaves for staff currently on a leave of absence. It was also a pleasure to welcome back four (4) returning staff members as temporary leave replacements.

Ms. Peart conducted Preventing Harassment training at New Staff Orientation. In addition, the Human Resources Department assisted the new staff with their new hire paperwork, and ensured that their certification(s), Highly Qualified Teacher status and criminal history clearance are valid.

Human Resources also registered ten (10) novice teachers in the State's Provisional Teacher Program. As part of this program, experienced teachers serve as mentors to support the novice teacher as he/she transitions into the art of teaching.

During the first week of school, Ms. Peart and the Human Resources staff sent welcome back packets to all staff. These packets included annual notifications and updates. This information greatly assists the district in making certain that our records are accurate, and in particular, making certain that ineligible dependents are not covered by the district's health benefits plan in error. This packet also provided employees with information regarding their health benefits plan.

More News:

The **Holmdel Foundation for Educational Excellence** is proud to announce that their fund raising efforts for 2010-2011 will focus on the purchase and installation of **Outdoor Classroom Amenities** to the newly installed **Village School Rain Gardens**. A grant from the State of New Jersey got this exciting project underway. The Rain Gardens recycle storm water runoff to create beautiful and environmentally progressive seasonal Rain Gardens along with tremendous learning opportunities for all the children of Village School.

The HFEE's goal is to make the Rain Gardens a fully functional outdoor learning environment for lessons that directly tie into the science curriculum in all grades. An additional \$22,000 is needed to purchase and install two self contained learning centers with weatherproof tables, seating and benches in two locations within the Rain Gardens. This will allow all students at Village School to fully utilize the outdoor space in an educational setting.

The Holmdel Foundation for Educational Excellence extends its sincere gratitude to all of you who supported our 2009/2010 Gift Initiative enabling the World Language Lab to become a reality! On June 30, 2010 the BOE graciously accepted our gift of \$145,000 to build the state of the art, all digital, World Language Lab in the Satz/HHS complex. Work is well under way and we are excited to unveil this spectacular educational room at the World Language Lab Dedication Ceremony which will be held on Tuesday, October 12th at 6:30 p.m. in room 145 at Holmdel High School.

The Superintendent reported on the following current student enrollment - 3,218

Village School.....	840	Wm. R. Satz School.....	557
Indian Hill School.....	769	High School.....	1,052

8a-1. Report of Student Representatives to the Board

Both student representatives reported out on student matters.

Resolved: That the Report of the Superintendent and Student Representatives are hereby accepted and filed by the Board Secretary.

MOTION: Show of Hands to Accept – All approved
Absent: Mr. Pavlik

8b. Personnel

8b-1. Approval of Presenter for the 2010-2011 Safe Driving Initiative Programs

Resolved: That the Board approve Edward Reckage as the presenter for the 2010-2011 Safe Driving Initiative Programs being held at Holmdel High School, at a rate of \$75 per hour, for a total of \$375. [B]

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-2. Appointment of Personnel – Certificated Staff – Temporary Leave Replacement Elementary Teacher, Grade 2– Village School

Resolved: That the Board approve the appointment of Maureen McMullen to the position of Temporary Leave Replacement, Elementary Teacher, Grade 2, Village School, effective November 11, 2010 through June 30, 2011, step 1 BA, at a salary of \$47,455 (prorated), with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA. [K. Rausch - Leave] - [B]

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-3. Appointment of Personnel - Certified Staff - to Provide Training for Parents in ABA Therapy

Resolved: That the Board approve Elizabeth Lieberman for the 2010-2011 school year to conduct home visits providing training for parents in ABA therapy, as mandated in the students' IEPs. Training hours not to exceed 130 hours. Salary to be prorated.

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-4. Appointment of Personnel - Certified Staff – Preschool Teacher – Village School

Resolved: That the Board approve the appointment of Danielle Fitzgerald to the position of, Preschool Teacher, Village School, effective September 30, 2010 through June 30, 2011, step 1BA, at a salary of \$47,455 (prorated) with salary for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA.
[New position] - [B]

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-5. Appointment of Schedule B – Assistant Girls Basketball Coach/Winter – Holmdel High School

Resolved: That the Board approve the appointment of Nicole Baldessari to the Schedule B position of Assistant Girls Basketball Coach, Holmdel High School, Winter Season, for the 2010-2011 school year, currently at a stipend of \$5,645.00, with stipend for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA.

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-6. Appointment of Schedule B – Newspaper Advisor – W.R. Satz School

Resolved: That the Board approve the appointment of Michael Ferraro to the Schedule B position of Newspaper Advisor, W.R. Satz School, currently at a stipend of \$3,692.00 (prorated), with stipend for 2010-2011 school year to be dependent upon completion of negotiations with the HTEA.

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-7. Appointment of Prime Time Enrichment Camp Certificated Staff Members for the 2010-2011 School Year

Resolved: That the Board approve the appointment of the following Prime Time Enrichment Camp Certificated Staff Members for the 2010-2011 school year: [The Prime Time Program is completely funded by tuition and operates at no cost to the Board of Education.]

Name	Hourly Wage
Harry Dangler	*\$45.00
Carol Dempsey	*\$45.00
Kara Devaney	*\$45.00
Christie Riso	*\$45.00
Marcia Vaccarino	*\$45.00
Deirdre Varga	*\$45.00
Leslie McMahon	*\$45.00
Stephanie Papazoglou	*\$45.00
Jennifer Pallitto	*\$45.00

* Plus \$100/per Class for Planning

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-8. Approval of Mentor Payments

Resolved: That the Board approves payment for the following teachers as mentors to provisional staff members at the State recommended rate shown below (mentor fees paid by provisional teacher and if necessary are prorated).

Provisional Teacher	Mentor	Total Fee
George Mazzeo (Alternate Route)	Elliot Cohen	\$550
Marissa Semler (Traditional Route)	Sandra Whitten	\$550
Kaitlyn Mulhern (Traditional Route)	Regina Bandini	\$550
Genevieve Kotzas (Traditional Route)	Maria Farinella	\$550
Gabrielle Sorace (Traditional Route)	Mary Sullivan	\$220
9/1/10-12/21/10		
Christopher Arecchi (Traditional Route)	Theresa Kelly	\$550
Andrea Lopez (Traditional Route)	Regina Bandini	\$550
Colin Hart (Traditional Route) (.7)	Elizabeth Semanchick	\$385
Kelsey Higley (Traditional Route)	Nancy Graboski	\$330
(prorated 09-10)		
Nicole Baldessari (Traditional Route)	Maria Chesler	\$220
(prorated 09-10)		

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-9. Approval of Hours for Special Education Monitors

Resolved: That the Board approve the following hours for the special education monitors for the 2010-2011 school year:

Special Education Monitors	Hours/Days
Acquaviva, Jeanne	6.5 X 5
Allocco, Regina	6.5 X 4
Araneo, Tracy	6.5 X 5
Beuthe, Colleen	6.5 X 5
Brown, Patrice	6.5 X 5
Bucior, Kelly Ann	5.5 X 5
Cheh, Susan	6.5 X 5
Demarco, Christine	6.5 X 5
Dolan, Maidie	6.5 X 5
England, Eileen	6.5 X 5
Fanciullo, Josephine	6.5 X 5
Fazzolari, Margie	6.5 X 5
Fitzgerald, Danielle	5.5 X 5 (9/7/10-9/30/10)
Foley, Angela	6.5 x 5
Gargano, Angela	6.5 X 5
Goldheimer, Eleana	6.5 x 5
Gross, Deborah	6.5 x 5
Gutowsky, Karen	6.5 X 4
Hlavenka, Virginia	6.5 x 5
Johnson, Ninotchka	5.5 x 5
LoGiurato, Nancy	6.5 x 5
McKeon, Dianna	6.5 x 5

Special Education Monitors	Hours/Days
Mendini, Suzanne	6.5 x 5
Morello, Barbara	6.5 x 5
Nagy, Irene	6.5 x 5
Pacillo, Catherine	6.5 x 5
Pagnotta, Beatrice	6.5 x 5
Reyes, Sharon	6.5 x 5
Rothman, Mary	6.5 x 4
Simuro, Christine	6.5 x 5
Skowronski, Katherine	6.5 x 5
Snyder-Armellino, Regina	6.5 X 5
Stollar, Robin	6.5 X 5
Taylor, Janice	6.5 X 5
Thomas, Patti	6.5 X 5
Wagner, Patty	2.5 X 4 (9/7/10-9/30/10)
Wagner, Patty	5.5 X 4 (10/5/10-6/30/10)
Wiberg, Deborah	6.5 X 5

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
 Absent: Mrs. Pascucci

8b-10. Approval of Hours for Lunchroom/Playground Aides and Bus Monitors

Resolved: That the Board approve the following hours for the lunchroom/playground aides and bus monitors for the 2010-2011 school year:

Lunchroom/Playground Aides	Hours
Bauman, Kay	2.75
Boresky, Constance	2.75
Hoganson, Elma	2.75
Kolakowski, Annette	2.75
Krawczuk, Julia	2.75
Lynch, Barbara	2.75
Maiers, Doris	2.75
Maldonado, Nibia	2.75
Pittner, Diane	2.75
Quinn, Theresa	2.75
Bernich, Susan	2
Bruncati, Noelia	2
Caruso, Patricia	2
Condon, Ann	2
Dayback, Linda	2
DeMarco, Linda	2
Disko, Donna	2
Grana, Grace	2
Haroldson, Gina	2
Hoffman, Mary	2

Lunchroom/Playground Aides	Hours
Marino, Maryann	2
Martinez, Marian	2
Sardo, Dina	2
Troeller, Doreen	2
Bus Monitors	Hours
Condon, Ann	2
Grana, Grace	2
Hoganson, Elma	2
Kolakowski, Annette	2
Krawczuk, Julia	2
Marino, Maryann	2
Caruso, Patricia	1

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-11. Approval of Field Experience – Counseling – Holmdel High School

Resolved: That the Board approve Jessica Loughney Escorcica for 100 hours of field experience from September 10, 2010 to May 11, 2011 in the area of Counseling at Holmdel High School. Cooperating counselor will be Joseph Clores.

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-12. Appointment of Day-To-Day Substitute Personnel - Nurse

Resolved: That the Board approve the appointment of the following as a day-to-day substitute nurse, effective September 30, 2010 through June 30, 2011. [B]

Christine Hazel

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-13. Appointment of Day-To-Day Substitute Personnel - Clerical

Resolved: That the Board approve the appointment of the following as a day-to-day clerical substitute, effective September 30, 2010 through June 30, 2011. [B]

Sharon Beagan

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-14. Appointment of Day-To-Day Substitute Personnel - Teacher

Resolved: That the Board approve the appointment of the following as a day-to-day substitute teacher, effective September 30, 2010 through June 30, 2011. [B]

Teresa Giordano

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8b-15. Appointment of Day-To-Day Substitute Personnel - Lunchroom/Playground Aides

Resolved: That the Board approve the appointment of the following as day-to-day substitute lunchroom/playground aides, effective September 30, 2010 through June 30, 2011. [B]

Dawn D'Amato
Andrea Protentis

MOTION: Mr. Sockol SECOND: Mr. Collins VOTE: 8-0
Absent: Mrs. Pascucci

8c. Student Matters8c-1. Approval of Student Placements

Resolved: That the Board approve the placements for the following students:

In-District Placements

Meeting Date	Student ID	Services	Classification	Cost
N/A	2688925336	Home Instruction	N/A	\$56.00/hour

Out-of-District Placements

Meeting Date	Student ID	Services	Classification	Cost
06/03/10	3737936836	Teacher Assistant	MD	\$193.78 per diem
11/13/09	1718934998	Out-of-District	ED	\$62,820.00

MOTION: Ms. Garrity SECOND: Ms. Sockol VOTE: 8-0
Absent: Mrs. Pascucci

8c-2. Approval of Tuition Contract Agreement between South River Board of Education and the Holmdel Township Board of Education

Resolved: That the Board approve a tuition student to attend Holmdel High School in grade 11, at tuition rate of \$16,582.00 for the 2010-2011 school year. This contract is inclusive of all related services. Transportation will be paid by the South River Board of Education.

MOTION: Ms. Garrity SECOND: Ms. Sockol VOTE: 8-0
Absent: Mrs. Pascucci

9. Business Administrator/Board Secretary's Report and Recommendations9a. Approval of Tuition Contract with Monmouth County Vocational School District for the 2010/2011 School Year

Resolved: That the Board approve a tuition contract between the Monmouth County Vocational School District, 400 Kozloski Road, Freehold, NJ 07728 and the Holmdel Township Board of Education for the 2010/2011 school year for various special and regular education students, on file in the office of the Business Administrator/Board Secretary.

MOTION: Mrs. Wetmore SECOND: Ms. Sockol VOTE: 8-0
Absent: Mrs. Pascucci

9b. Acceptance/Approval of 2009/2010 Extraordinary Aid

Resolved: That the Board accept/approve Extraordinary Aid in accordance with the Comprehensive Educational Improvement and Financing Act in the amount of \$928,689.00 for the 2009/2010 school year. On file in the office of the Business Administrator/Board Secretary.

MOTION: Mrs. Wetmore SECOND: Ms. Sockol VOTE: 8-0
Absent: Mrs. Pascucci

9c. Approval of Additional Chapter 192-193 Funding

Resolved: That the Board approve additional funding under the provision of Chapter 192-193 (2010/2011) as on file in the office of the Business Administrator/Board Secretary.

Chapter 192-193 Funding

Additional Chapter 192-193 Funding	\$ 46,282.00
Revised (2010/2011) Entitlement (9/21/10)	\$281,751.00

MOTION: Mrs. Wetmore SECOND: Ms. Sockol VOTE: 8-0
Absent: Mrs. Pascucci

9d. Approval of Proposal for Student Transportation Efficiency Study

Resolved: That the Board approve a proposal with Transportation Advisory Services, to perform a student transportation efficiency study for the district, at a fee of \$9,850.00. On file in the office of the Business Administrator/Board Secretary.

Discussion: Mrs. Vander Woude inquired whether the study would include parent complaints. Mrs. Duncan responded that they would be included.

MOTION: Mrs. Wetmore SECOND: Ms. Sockol VOTE: 8-0
Absent: Mrs. Pascucci

9e. Approval of Budget Transfers – 2010/2011

Resolved: That the Board approve the 2010/2011 budget transfers as listed on attachment T-11-05.

MOTION: Mrs. Wetmore SECOND: Ms. Sockol VOTE: 8-0
Absent: Mrs. Pascucci

9f. Approval of Bills Payment – Ms. Barbara Garrity, Board Member

Resolved: That the Board approve payment of the September 29, 2010 regular bills list in the amount of \$23.34 to Ms. Barbara Garrity, and as certified and approved.

MOTION: Mrs. Wetmore SECOND: Ms. Sockol VOTE: 7-0-1
 Abstained: Ms. Garrity
 Absent: Mrs. Pascucci

9g. Approval of Bills Payment – Mr. Dennis Pavlik, Board Member

Resolved: That the Board approve payment of the September 29, 2010 regular bills list in the amount of \$20.83 to Mr. Dennis Pavlik, and as certified and approved.

MOTION: Mrs. Wetmore SECOND: Ms. Sockol VOTE: 7-0-1
 Abstained: Mr. Pavlik
 Absent: Mrs. Pascucci

9h. Approval of Bills Payment

Resolved: That the Board approve payment of the September 29, 2010 regular bills list in the amount of \$1,110,612.55, and as certified and approved.

MOTION: Mrs. Wetmore SECOND: Ms. Sockol VOTE: 8-0
 Absent: Mrs. Pascucci

10. Old Business None11. New Business

Art Howard reported out on the 8th grade Washington Trip for June 2011. Currently low WRS teacher commitment to volunteer as chaperones (partly due to negotiations) thus jeopardizing the trip. The district has until 10/18/10 to make a commitment. Should the trip not take place, the district still responsible for approximately \$17K-\$18K in cancelation fees. Mrs. Duncan gave Mr. Howard the OK to reach out to teachers in the other schools

Mr. Collins and Mrs. Vander Woude distributed correspondence in reference to the Districts Code of Conduct, governed by Board Policy 5131 to all Board members. A lengthy, interactive discussion ensued among the Board. Discussions ultimately resulted in Mr. Collins making a motion:

Mr. Collins made a motion seconded by Mrs. Vander Woude to issue a moratorium on Policy 5131, Page 8, Section D-Off Campus Conduct pending further Board action.

MOTION: Mr. Collins SECOND: Mrs. Vander Woude VOTE: 4-5

AYES: Mrs. Vander Woude, Mr. Collins, Mrs. Pascucci and Mr. Pavlik

NAYS: Dr. Tai, Ms. Garrity, Mrs. Wetmore, Ms. Liu and Mr. Sockol

MOTION: Did not pass

12. Questions from the Public

Mr. Jim Shelton commented on the following:

- 1) Took issue with process of meeting, specifically restricting opening floor to public during discussion on policy prior to Board action.
- 2) Improper votes by Mr. Pavlik as he joined the meeting late and no roll call was taken. Upon his request for advice, Mr. Barger indicated that Assistant Board Secretary acknowledged his presence, so no separate roll call required.
- 3) Commented on the proposed Dual-credit program between Holmdel High School and Brookdale Community College.

13. Executive Session (if required) None

14. Adjournment

By a unanimous voice vote the meeting adjourned at 10:57PM.

Respectfully submitted,

Peter W. Mikos
Assistant Business Administrator/
Assistant Board Secretary



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT, SPECIAL PROJECTS

QUALIFICATIONS:

1. Holds high school diploma.
2. Possesses post-high school professional training.
3. Has experience in organizing and providing staff training.
4. Possesses excellent skills in communication, data organization and retrieval, word processing, desktop publishing and research.
5. Possesses exceptional human relations skills and initiative.
6. Able to maintain confidentiality as required and appropriate.
7. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOALS: Under the leadership of the Superintendent, to oversee the efficiency of Central Office, manage, design and prepare various publications, and coordinate "special projects" as assigned by the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

Secretarial

- a. Performs all secretarial and confidential work as assigned by the Superintendent.
- b. Coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.

- c. Maintains a filing system both for “hard copy” and for computer filing and readily retrieves documents and information from these files.
- d. Maintains an administrative job calendar/tickler file and utilizes its contents to keep the Superintendent informed.
- e. Maintains a schedule of appointments for the Superintendent; makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.
- f. Assists the Superintendent in preparing reports required by law, administrative code and board policy.
- i. Provides input in the ordering of supplies; prepares purchase orders as required.
- j. Prepares motions for the agenda of the board meetings, compiles/ organizes back-up materials for the Superintendent, and follow-up actions of the board.
- k. Makes arrangements and prepares materials for board committees/activities led by the Superintendent.
- l. Assists with district mailings including, but not limited to weekly mailings to the Board.
- m. Processes all mail/correspondence for the Superintendent, maintaining appropriate records and filing mail/correspondence as needed.
- n. Places and receives telephone calls, records messages for the Superintendent and follows up on telephone requests in accordance with the procedures established by the Superintendent.
- o. Duplicates and packages materials accurately and disseminates them promptly as directed.
- p. Orders forms/stationery for Superintendent’s Office/Central Office/District.
- q. Maintains lists of Superintendent’s publications and memberships and renews as appropriate.
- r. Prepares and disseminates announcements/materials for Welcome Back Day; makes arrangements for facility and refreshments.
- s. Prepares various reports such as: bi-monthly student enrollment reports; monthly class enrollment, emergency evacuation drills and discipline reports.
- t. Types mid-year and end-of-year administrative evaluations.

COMMUNICATIONS

- a. Prepare publications in photo-ready format with desktop publishing software (e.g., budget newsletter).
- b. Compile district profile/fact sheet.
- c. Prepare news releases generated by Superintendent, Communications Network and others, disseminate to media and other appropriate audiences and maintain a record of documents.
- d. Compile informational packets for realtors, prospective residents of Holmdel and other audiences.
- e. Prepare documents as needed for district presentations made by the Superintendent.

SPECIAL PROJECTS

- a. Handle "Operation Get Out The Vote" including:
 - Maintain database of volunteers.
 - Prepare and maintain registered parent and non-parent voter lists.
 - Compile and distribute materials for volunteers.
 - Prepare all project communications.
 - Arrange "Budget Teas".
 - Maintain project records and documents.
 - Ensure that timelines for the project are clearly delineated and met.
- b. Maintains the district's e-alert system and disseminates messages to e-alert system participants.
- c. Prepare all certificates for presentation at Board of Education Meetings.
- d. Compile district-wide family list/database with input from schools.
- e. Research and compile data about topics for the Superintendent (i.e., staff recognition programs).
- f. Prepare and distribute school/community surveys, and then organize data for analysis.

- g. Prepare multi-media materials for Superintendent's presentations.
- h. Coordinate district mailings to parents and/or residents.
- i. Prepare all print materials for functions (i.e., invitations, programs) and other special events as they occur (i.e., Groundbreaking Ceremony).

REPORTS

- a. Type, duplicate and distribute *Board-O-Gram* for board mailing each week.
- b. Prepare various agendas, reports, and correspondence as requested by Superintendent for Board Members, administrators and other "audiences."
- c. Handle all confidential information for Superintendent such as Superintendent's evaluation and contract.
- d. Prepare contracts for HTEA, HTAA and Business Administrator; maintain master disk/hard copy of documents; and revise as needed.
- e. Types administrative evaluations and other documents as needed.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions.
- c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- d. Makes efficient use of time and resources available.
- e. Provides well-organized, accurate work.
- f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

3. Professional Development

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

4. School/Community Relations

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

5. Other

Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

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

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

SOURCE: Regular Board Meeting

DATE: September 8, 1994

REVISED: August 19, 1998

REVISED:

DRAFT



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

EXECUTIVE SECRETARY

TO THE ASSISTANT SUPERINTENDENT,

CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

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

REPORTS TO: Assistant Superintendent, Curriculum and Instruction

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

PERFORMANCE RESPONSIBILITIES:

1. Work Performance

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

- d. Maintains a schedule of appointments for the Assistant Superintendent, Curriculum and Instruction; makes arrangements for conferences, meetings and interviews, and follows up on arrangements to ensure greatest efficiency.
- e. Assists the Assistant Superintendent, Curriculum and Instruction in preparing reports required by law, administrative code and board policy.
- f. Prepares and processes purchase orders for Curriculum – related material (District Professional Development, PLC groups, Gifted and Talented). Process all NCLB orders for both public school and non public schools.
- g. Prepares motions for the agenda of the board meetings and complies/organizes related back-up materials for the Superintendent, makes arrangements and prepares materials for board committees/activities led by the Assistant Superintendent.
- h. Makes arrangements and prepares materials for board committees/activities led by the Assistant Superintendent, Curriculum and Instruction.
- i. Processes all mail/correspondence for the Assistant Superintendent, Curriculum and Instruction, maintaining appropriate records and filing mail/correspondence as needed.
- j. Places and receives telephone calls, records messages for the Assistant Superintendent, Curriculum and Instruction and follows up on telephone requests in accordance with the procedures established by the Assistant Superintendent, Curriculum and Instruction.
- k. Duplicates and packages materials accurately and disseminates them promptly as directed.
- l. Maintains lists of Assistant Superintendent's publications and memberships and renews as appropriate.
- m. Types mid-year and end-of-year administrative evaluations when needed. Maintains evaluation database for all certificated staff and disseminates to administrators on regular basis.
- n. Types and disseminates board policy on curriculum issues in accordance with district procedures; maintains district policy manuals.
- o. Maintains the schedule of appointments for the Assistant Superintendent, Curriculum and Instruction and makes arrangements for meetings, conferences, interviews, and other activities.
- p. Types, duplicates and distributes curriculum documents, meeting minutes, agendas, communications for the Assistant Superintendent, Curriculum and Instruction to use as motions and back-up information for textbook adoptions, curriculum approvals and appointment of student teachers, as well as correspondence, reports, and other materials for appropriate audiences.

- q. Assists the Assistant Superintendent in organization and preparation of staff development days, courses, workshops and other activities and maintains a record of staff participation in the district's Staff Development Program.
- r. Prepares materials for and maintains accurate accounting system for the curriculum and instruction yearly budget and account of monies spent for staff development.
- s. Prepares and processes purchase orders for curriculum-related materials; distributes materials to appropriate personnel when orders are received.
- t. Types grant proposals, maintains accurate accounting of all grant monies utilized and prepares reports as required in grant guidelines.
- u. Designs various forms on computer disks and distributes for Curriculum Office to administrators/supervisors/district when consistency of projects is required (e.g., PDPs, Five-Year Plans, curriculum guides).
- v. Maintains database for Professional Development for district and provides this information for the board agendas for approval and processing.
- w. Coordinates New Faculty Orientation; updates booklet/handouts; provides district informational packet; and organizes multi-day program.
- x. Coordinate the annual Administrative Retreat booklets, speakers and organize multi-day program.
- y. Prepares paperwork for Student Teacher Program; acts as liaison between colleges and appropriate administrators by arranging interviews; provides motions for Board agenda with follow up as needed; and maintains database.
- z. Types annual testing reports as needed; maintains matrices for district testing dates, orders testing materials when required for the schools and distributes practice testing materials to schools for teachers and students as needed.
- a1. As needed, assists the Superintendent's office with its daily operations, and completing special projects, such as the District Calendar, and/or other projects, that may be assigned by the Superintendent or Assistant Superintendent of Curriculum and Instruction.
- a2. Maintains confidential files and correspondence for Affirmative Action cases processed by the Affirmative Action Officer.

2. Work Traits

- a. Maintains confidentiality as required and appropriate.
- b. Follows all guidelines as stated in the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

- c. Demonstrates an openness to discuss and initiate suggestions.
- d. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
- e. Makes efficient use of time and resources available.
- f. Provides well-organized, accurate work.
- g. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.

3. Professional Development

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

4. School/Community Relations

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

5. Other

Performs such other tasks and assumes such other responsibilities as the Director of Curriculum and Instruction may assign.

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

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certificated Personnel and the contractual agreement with the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: November 8, 2000

REVISED: March 12, 2003

REVISED:



TR: T 11-05

ORIGINATED BY

TRANSFER REQUEST FORM

DATE _____

TO

FROM	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
	11-401-100-100-00-03-13	Rev/Muniv) Opch.	1411-		Transfer All into	
	11-190-100-320-01-03	Prof Serv.	870-			
	11-190-100-610-01-03-AR	Teach Cert	410-		11-401-100-100-00-03-20	
	11-000-222-600-04-03-TE	Computer TE	500-		'B' Newspaper Adver	
	11-000-222-600-03-03-MU	A.V. Muniv	409-			
TOTAL			3600-	TOTAL		3600-

REASON FOR TRANSFER:

Salary for Advisor

PRINCIPAL/ADMINISTRATOR:

DATE:

SCHOOL:

APPROVED BY:

DATE:

Board
Interoffice

W



TR: T 11-05

TRANSFER REQUEST FORM

ORIGINATED BY:

CYNTHIA KUPERMAN

DATE _____

9/22/2010

FROM

TO

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
11-000-270- 6/5-03	TIRES + TUBES	\$10,000 ⁰⁰ / ₁	11-000-270- 5/4-00	TRANSPORT SPECIAL ED	\$10,000 ⁰⁰ / ₁
TOTAL		\$10,000 ⁰⁰ / ₁	TOTAL		\$10,000 ⁰⁰ / ₁

REASON FOR TRANSFER:

2010-11 ESY TRANSPORT TO CHILDREN'S CENTER
AND SCHOOL FOR CHILDREN

PRINCIPAL/ADMINISTRATOR:

Cushman

DATE:

9-22-2010

SCHOOL:

TRANSPORTATION DEPT.

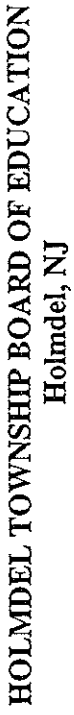
APPROVED BY:

DATE:

Board

Interoffice





TRANSFER REQUEST FORM

TO

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
11-000-216-800-00-01	OT/PT Supplies	\$ 750.00 ✓	11-000-216-800-00	OT/PT	\$ 750.00
TOTAL		\$ 750.00	TOTAL		\$ 750.00

FOR TRANSFER:
to cover

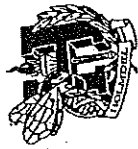
DATE:

APPROVED BY:

DATE:

**Board
Interoffice**

Key: 1102



HOLMDEL TOWNSHIP BOARD OF EDUCATION
Holmdel, NJ

TR: T 11-05

TRANSFER REQUEST FORM

ORIGINATED BY: D. Segramella

DATE: 9/14/10

FROM

TO

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
11-190-100-610-01-03-AR	Teach Cert	90-		Transfer all pto	
11-190-100-610-01-03-TE	Teach Gen.	1500-			
11-190-100-610-01-03-ER	Other Supply	231-	11-190-100-610-03-03	Postage	3700-
11-190-100-610-01-03-TE	Teach TE	43-		Copier	
11-100-222-600-114-03-G1	Comp Sw Lic	104-			
11-100-222-600-01-03	Lib Bk	1732-			
TOTAL		3700-	TOTAL		3700-

REASON FOR TRANSFER:

Copier Paper

PRINCIPAL/ADMINISTRATOR: [Signature]

DATE: 9/14/10

SCHOOL: W.R. Saty

APPROVED BY: _____

DATE: _____

Board ☐
Interoffice ☐

[Signature]



HOLMDEL TOWNSHIP BOARD OF EDUCATION
Holmdel, NJ

HOLMDEL TOWNSHIP BOARD OF EDUCATION
Holmdel, NJ

TRANSFER REQUEST FORM

ORIGINATED BY Meryl Gill

DATE September 15, 2010

FROM

TO

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
11-000-100-566-00	Tuition Private - NJ	\$25,000.00 ✓	11-000-216-800-00	OT/PT	\$25,000.00
TOTAL		\$25,000.00 ✓	TOTAL		\$25,000.00 ✓

REASON FOR TRANSFER: Replenish account to provide IEP mandated P/T services for special ed student

PRINCIPAL/ADMINISTRATOR:

DATE:

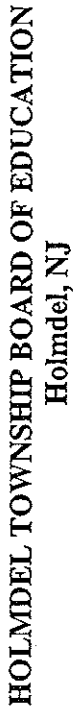
SCHOOL:

APPROVED BY:

DATE:

Board
Interoffice

Am



TRANSFER REQUEST FORM

DATE 9/13/10

REASON FOR TRANSFER:

Cover payment of Co-Teaching, Articulation participation

SCHOOL: HTS

APPROVED BY: _____ DATE: _____

Board
Interoffice