



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA  
REGULAR BUSINESS MEETING  
HOLMDEL HIGH SCHOOL  
DECEMBER 13, 2023 5:30 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, December 13, 2023 at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 5:32 p.m. by Mr. Reddy, Board President.

## B. Open Public Meetings Act

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

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

## C. Roll Call

The following Board members were present: Mesdames: Briamonte and Tuccillo. Messrs: Reddy, DiMare and Mann. Absent: Dr. Collur, Mrs. Zhang, Mr. Wall and Mr. Buckley. Also present, Dr. J. Scott Cascone, Superintendent of Schools and Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary. Ms. Katherine Gilfillan, Board Attorney was absent and the 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: Mr. Mann                      SECOND: Mr. Reddy

Show of Hands to Accept – All Approved

At 5:34 p.m., the meeting moved to Executive Session.

E. Motion to Return to Public Session

MOTION: Mr. Wall                      SECOND: Mrs. Tuccillo

Show of Hands to Accept – All Approved

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

F. Call to Order

The Board of Education, Township of Holmdel, met in a Regular Business Meeting on Wednesday, December 13, 2023 at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:10 p.m. by Mr. Reddy, Board President.

G. Opening Statement

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

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

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H. Roll Call/Flag Salute

The following Board members were present: Mesdames: Briamonte, Collur, Tuccillo and Zhang. Messrs: Reddy, Wall, DiMare, and Mann. Absent: Mr. Buckley. Also present, Dr. J. Scott Cascone, Superintendent of Schools and Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary. Ms. Katherine Gilfillan, Board Attorney was absent. The Student Representatives to the Board, Ms. Anugna Parvateneni and Mr. Jack Powers were present and both left the meeting at 8:39 p.m. and did not return.

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

- High School Boys Varsity Soccer Team Central Jersey Group II Sectional Champions – Dr. J. Scott Cascone & Mr. Michael Casale
- Board Member Recognition of Eileen Briamonte and Linda Zhang – Board Members & Dr. J. Scott Cascone
  - President Reddy, Dr. Collur, Mrs. Tuccillo, Mr. DiMare, Mr. Wall, Mrs. Zhang, Mr. Mann and Dr. Cascone all made positive comments regarding Eileen Briamonte, thanked her for her service and wished her well in the future.
  - Mrs. Briamonte’s daughters spoke virtually, sharing positive comments and thanking her for her unwavering support and service to the Holmdel community as a member of the Board of Education for the past seven years.
  - President Reddy, Mr. Wall, Dr. Collur, Mrs. Briamonte, Mrs. Tuccillo, Mr. DiMare, and Mr. Mann all made positive comments regarding Linda Zhang, thanked her for her service and wished her well in the future.
  - Assemblywoman Victoria Flynn made positive comments about Mrs. Zhang and her accomplishments. She also presented a proclamation, on behalf of the State Senate and General Assembly, honoring Mrs. Zhang.
  - Assemblywoman Victoria Flynn made positive comments about Mrs. Briamonte and her accomplishments. She also presented a proclamation, on behalf of the State Senate and General Assembly, honoring Mrs. Briamonte.
  - Mr. Chris Briamonte read a letter of support from Elizabeth Urbanski for Mrs. Briamonte and then he spoke about his wife’s leadership and service to the community over the last seven years and how she has been, is, and continues to be such a positive role model for their girls and many other young women.
- Educators of the Year & Educational Service Professionals of the Year – Mr. Art Howard & School Principals
  - Mr. Art Howard congratulated the students for their accomplishments in soccer and thanked Mrs. Zhang and Mrs. Briamonte for their years of service to the community. He then kicked off the recognition of the Holmdel Educators and Educational Service Professionals of the Year.

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Mrs. Tricia Barrett introduced Elizabeth Semanchick as the Educator of the Year and Mandana Hadaegh as the Educational Service Professional of the Year for Village.

Mrs. Lisa Vitale introduced Colleen Jasperse as the Educator of the Year and Stephanie Jennings as the Educational Service Professional of the Year for Indian Hill.

Mrs. Chantal Simonelli introduced Devon Suppa as the Educator of the Year and Patricia Dasaro as the Educational Service Professional of the Year for Satz.

Dr. Matthew Kukoda introduced Melissa Menges as the Educator of the Year and Frank Papalia as the Educational Service Professional of the Year for Holmdel High School.

J. Report of the Student Representatives to the Board

Resolved: That the Reports of the Student Representatives are hereby accepted.

MOTION: Show of Hands to Accept – All Approved

At 8:39 p.m., there was a short celebratory break.

At 8:52 p.m., the Board returned from the break.

K. Report of the Superintendent

Good Evening and welcome back everyone. My report will be extremely brief this evening as we have had a lot on the docket already that sort of speaks to the achievements of our students and the achievements of our staff. Again, I just want to wish Mrs. Briamonte and Mrs. Zhang all the best as they move on to new horizons and endeavors. I would also like to wish all of our Jewish community members continued joy and happiness as they celebrate Hanukkah. In addition, I would also like to wish everyone a Merry Christmas, Happy New Year and, of course, health and happiness to all of our community members and that, Mr. President, concludes my report for this evening.

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

MOTION: Show of Hands to Accept – All Approved

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

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

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

- Mrs. Rao, Resident, thanked the Board of Education for recognizing Diwali on the school calendar. She thanked Mrs. Briamonte and Mrs. Zhang for their service to the community.

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- Mrs. Shah, Resident/President of the Holmdel Indian Association thanked the Board of Education for recognizing Diwali as a holiday on the school calendar as this means a lot to the Indian Community.

N. Action Items

- **Approval of Minutes**

1. Approval of Minutes – Committee of the Whole Meeting – November 8, 2023

Resolved: That the Board approve the minutes of the following meeting: Committee of the Whole Meeting – November 8, 2023.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
Absent: Mr. Buckley

2. Approval of Minutes – Regular Business Meeting – November 15, 2023

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – November 15, 2023.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
Absent: Mr. Buckley

- **Policy**

3. Approval of Second & Final Reading of Policies & Regulations

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

P 0144 Board Member Orientation and Training  
P 2520 Instructional Supplies  
R 2520 Instructional Supplies  
P 2530 Resource Materials  
R 2530 Resource Materials  
P 5305 Health Services Personnel  
P 5308 Student Health Records  
P 5310 Health Services  
P 6112 Reimbursement of Federal and Other Grant Expenditures  
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

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
Absent: Mr. Buckley

4. Approval to Abolish Policies and Regulations

NOW THEREFORE BE IT RESOLVED, that in accordance with Bylaw 0131, the Holmdel Board of Education hereby abolishes the following policies and regulations in its entirety;

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P 4432 Sick Leave Abolished  
 R4432 Sick Leave Abolished  
 P 5460.02 Bridge Year Pilot Program  
 R5460.02 Bridge Year Pilot Program

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

• **Superintendent’s Recommendations**

5. Approval of Professional Development, District Personnel

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

6. Approval of Student Trips

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

7. 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
Marissa Finkelstein	UNC Greensboro	Dance	Shannon Mannuccia	WR Satz/ HHS	January 2024
Kieran Mahon	Fairleigh Dickinson	Math Grade 6	Kailyn DaSilva	IHS	January 2024

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

8. Approval of Amendment to the Elementary and Secondary Education Act (ESEA) Grant Award Application for the 2023/2024 school year

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Resolved: That the Board approve the amendment to the Elementary and Secondary Education Act (ESEA) Grant Award application for the 2023/2024 school year, as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

9. Approval of the December 2023 Safe Return Plan for the 2023/2024 school year

Resolved: That the Board approve the submission of the December 2023 Safe Return Plan, on file in the Office of the Superintendent of Schools.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

10. Approval of the Calendar for the 2024/2025 School Year

Resolved: That the Board approve the calendar for the 2024/2025 School Year as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

11. Approval of Home/Hospital Instruction

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

SID	Services	Classification	Start Date	End Date	Cost Per Hour
9783149779	Hospital Instruction	n/a	11/14/2023	12/27/2023	\$84
9625680551	Home Instruction	n/a	11/17/2023	12/17/2023	\$60
4832073729	Home Instruction	SLD	11/21/2023	12/21/2023	\$60
2336910750	Hospital Instruction	n/a	11/25/2023	12/25/2023	\$60
2201891995	Home Instruction	SLD	11/29/2023	12/5/2023	\$60
7295566005	Home Instruction	n/a	12/6/2023	1/3/2023	\$60

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

12. Approval of Immediate Care Medical Walk-In

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Resolved: That the Board approve Immediate Care Medical Walk-In to perform drug and alcohol testing for the 2023/2024 school year as follows:

Description	Cost Per Test
Student Drug and Alcohol Screen	\$200.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

13. Approval of Educational Services Commission of NJ for the 2023/2024 School Year

Resolved: That the Board approve the services provided by Educational Services Commission of New Jersey for the 2023/2024 school year, as follows:

Service	Cost Per Hour
Children’s Specialized Hospital Home Instruction	\$84.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

14. Approval of Student Placement

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

SID	Placement	Classification	Start Date	Cost
4832073729	The Rugby School	Aut	12/4/2023	\$50,584.10

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

15. Approval of Additional Locations for 2023/2024 Community Based Instruction (CBI) and Structured Learning Experience (SLE)

Resolved: That the Board approve additional locations for 2023/2024 Community Based Instruction (CBI) and Structured Learning Experience (SLE) as per attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley



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16. Acceptance of Retirement, Director of Technology, District

WHEREAS: Mr. Anthony Gattini has served the Holmdel Township Public Schools with distinction since February 1, 2000 and,

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

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

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

NOW THEREFORE BE IT RESOLVED:

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

DISCUSSION: Mr. Reddy, Mr. Wall, Mrs. Tuccillo, Mrs. Zhang, Dr. Collur and Mrs. Briamonte all made positive comments about Mr. Gattini

MOTION: Mrs. Tuccillo SECOND: Mrs. Briamonte VOTE: 8-0  
Absent: Mr. Buckley

17. Acceptance of Retirement, Business Administrator, District

WHEREAS: Mr. Michael Petrizzo has served the Holmdel Township Public Schools with distinction since January 1, 2003 and,

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

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

WHEREAS: Mr. Petrizzo has submitted a letter announcing his retirement from the Holmdel Township School District, effective January 1, 2025;

NOW THEREFORE BE IT RESOLVED:

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

DISCUSSION: Mr. Reddy, Mrs. Zhang, Mr. Wall, Dr. Collur, Mrs. Tuccillo, Mr. Mann, Mrs. Briamonte and Mr. DiMare all made positive comments about Mr. Petrizzo

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
Absent: Mr. Buckley

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18. Acceptance of Resignation, School Nurse, W.R. Satz School

Resolved: That the Board accept the resignation of Chelsea Yi, School Nurse, W.R. Satz School effective January 26, 2024.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
Absent: Mr. Buckley

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

Resolved: That the Board accept the resignation of Maria Freire, Lunchroom/Playground Aide, Indian Hill School, effective December 4, 2023.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
Absent: Mr. Buckley

20. Approval of Leaves of Absence

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

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
Absent: Mr. Buckley

21. Approval of Appointment, Principal, W.R. Satz School

Resolved: That the Board approve the appointment of Chantal Simonelli, Principal, W.R. Satz School, at a salary of \$145,000.00, prorated, effective January 1, 2024 through June 30, 2024.

MOTION: Mrs. Briamonte SECOND: Mrs. Zhang VOTE: 8-0  
Absent: Mr. Buckley

22. Approval of Appointment, Dean of Students, Holmdel High School

Resolved: That the Board approve the appointment of Melissa Menges, Dean of Students, Holmdel High School, at an annual stipend of \$15,000.00, prorated, effective January 1, 2024 through February 29, 2024. [S. McCauley – LOA]

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 6-2  
NAY: Mr. Wall and Mr. DiMare  
Absent: Mr. Buckley

23. Approval to Extend the Appointment, Temporary Leave Replacement, Science Teacher, W.R. Satz School

Resolved: That the Board approve to extend 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 January 18, 2024 through March 26, 2024. [S. Fox - LOA]

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MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

24. Approval to Amend the Appointment, Speech Language Specialist, Village School

Resolved: That the Board approve to amend the appointment of LeeAnn Smolarski, Speech Language Specialist, Village School, at a salary of step 3-4 MA+30 (4) \$76,050.00, prorated, effective on or before January 16, 2024, pending criminal history review. [B. Anthony – retired].

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

25. Approval of Changes in Location/Hours

Resolved: That the Board approve the changes in Location/Hours effective January 1, 2024 through June 30, 2024 as follows:

Last Name	First Name	Position	Location/Hours From	Location/Hours To
Seeloch	Stephanie	Paraprofessional	Holmdel High School/ 7.0 hours	W.R. Satz School/ 6.75 hours

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

26. Approval of Salary Adjustment, 2023/2024 School Year

Resolved: That the Board approve the salary adjustment effective retroactive from September 1, 2023 as follows:

Last Name	First Name	From	To
Cogger	Laurence	14-15(15) MA+15	14-15(15) MA+30
Dunne	Nicole	12-13(13) BA+30	12-13(13) MA+30

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

27. Approval of Extra Level of Staffing

Resolved: That the Board approve staff members for an extra level of staffing as per the attachment.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

28. Approval to Rescind Schedule B Appointments

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

Last Name	First Name	Position	Location	Effective
Heary	David	Culinary Arts Advisor	W.R. Satz School	Full Year
Panepinto	Jeanne	Student Activities Fund	Holmdel High School	01/01/24

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MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

29. Approval of Schedule B Appointments

Resolved: That the Board approve the Schedule B appointments effective January 1, 2024 through June 30, 2024 as follows:

Last Name	First Name	Position	Location	Stipend*	Season
Brennan	Brianna	Talent Show Advisor	Indian Hill School	\$1,511.00	Full Year
Catano	Robyn	Student Activities Fund	Holmdel High School	\$4,000.00	01/01/24-06/30/24

*\*prorated*

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

30. Approval of Volunteer, Winter Track, Holmdel High School 2023/2024 School Year

Resolved That the Board approve the appointment of Arun Movva, Winter Track Volunteer, Holmdel High School 2023/2024 School Year.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

• **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.

31. Approval of Business Administrator/Board Secretary’s Financial Report – October 31, 2023

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending October 31, 2023 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

32. Approval of Treasurer’s Financial Report – October 31, 2023

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending October 31, 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.

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MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

33. Approval of Budget Transfers – 2023/2024

Resolved: That the Board approve the 2023/2024 Budget Transfers as listed on attachment T-24-01.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

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

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

Chapter 192-193 Services	Amount
Additional Chapter 192-193 Funding	\$2,158.00
Revised 2023/2024 Entitlement (11/27/2023)	\$333,361.00

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

35. Approval of Bills Payment – Board Member

Resolved: That the Board approve payment of the December 13, 2023 bills list in the amount of \$45.93 to Board Member Peter Reddy and as certified and approved.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 7-0-1  
 Abstain: Mr. Reddy  
 Absent: Mr. Buckley

36. Approval of Bills Payment – Board Member

Resolved: That the Board approve payment of the December 13, 2023 bills list in the amount of \$129.32 to Board Member Jeffrey Mann, and as certified and approved.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 7-0-1  
 Abstain: Mr. Mann  
 Absent: Mr. Buckley

37. Approval of Bills Payment – December 13, 2023

Resolved: That the Board approve payment of the December 13, 2023 regular bills list in the amount of \$1,404,824.17 and as certified and approved.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
 Absent: Mr. Buckley

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38. Approval of Student Placement Settlement Agreement

Resolved: That the Holmdel Board of Education approves the student placement settlement agreement reviewed in executive session and on file in the office of the Superintendent, and authorizes its Administration to execute any documents necessary to effectuate the terms of the agreement.

MOTION: Mrs. Tuccillo SECOND: Mrs. Zhang VOTE: 8-0  
Absent: Mr. Buckley

O. Old Business

- Dr. Collur referenced the approved 2024/2025 School Calendar which includes Diwali and Eid as school holidays. She spoke about the significance of recognizing these holidays and thanked the Board for making this happen.
- Mr. DiMare thanked the Special Services Program and the additional workplace settings that were added. He recognized this great program and thanked all the professionals involved.

P. New Business

- Mrs. Tuccillo shared that some of our High School and Middle School students serve as youth referees for HYAA sports to earn a little bit of money and help the community. She referenced a new initiative, “If you see green, they’re under 18” and shared that HYAA youth referees will now be wearing something green, either an armband, whistle or shirt, to indicate they are under the age of 18, hoping to raise awareness in our community.
- Mr. Wall recognized Assemblywoman and former Board Member Vicky Flynn as well as former Board Members, Dennis Pavlik and Jamie Collins who are here tonight and then inquired about a legislative update regarding menstrual awareness in honor of Madalyn Massabni and its incorporation in the district. He also referenced the importance of the cardiac screening program and inquired about possible legislation making it available for not just those involved in sports but for all children. He shared that he would like to see the district dive into a thorough cardiac awareness program in 2024.
- Mr. Wall spoke about the Township PILOT programs and the amount collected by the Township (to date) and the impact on the school budget.
- Mr. Reddy made follow-up comments regarding the cardiac screening program and Township PILOT funds.
- Dr. Collur had a follow-up question regarding the PILOT and Mr. Wall responded accordingly.
- Mrs. Tuccillo made follow up comments regarding the cardiac screening programs and spoke about the tragic passing of Jack Dowd in 2017. She then referenced the Culinary Arts Pizza Contest that is held each year to benefit the Jack Dowd Scholarship Foundation.

AGENDA  
REGULAR BUSINESS MEETING  
HOLMDEL HIGH SCHOOL  
DECEMBER 13, 2023 5:30 P.M.  
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

- Mr. Wall made follow-up comments regarding the legacy work done on behalf of Jack Dowd, his family and all of the families in town.
- Mr. DiMare spoke about the AEDs we have throughout the district and Mr. Reddy made follow-up comments.
- Mr. DiMare thanked Mr. Reddy and Mr. Wall for their Leadership this year and Mr. Reddy made follow-up comments.

Q. Questions or Comments from the Public

- Mrs. Collins, Resident and former Board Member, read a prepared statement and spoke about all of Eileen Briamonte's accomplishments, thanked her for her service to the community and wished her all the best.
- Ms. Flynn, Resident/Assemblywoman and former Board Member, read a statement from former Board Member, Lori Ammirati, thanking Eileen Briamonte for her years of service and recognized all of her accomplishments.
- Ms. Flynn then responded to Mr. Wall's comments/questions regarding the PILOT program. She also spoke about the State Funding formula, legislation for Maddie's Bill and cardiac screening programs and the youth referee initiative.
- Mr. Pavlik, Resident and former Board Member, spoke about Eileen Briamonte's accomplishments and thanked her for her service to the community. He spoke about the change in school start time and shared the reasons why he supports the change.
- Mr. Piscatelli, Resident, spoke about the basketball coach (Sean Devaney) and expressed concerns with this coach and the program.

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

S. Adjournment

Board President Reddy called for a motion to adjourn the meeting. Mrs. Tuccillo motioned, Mr. Mann seconded and by a unanimous voice vote, the meeting adjourned at 10:00 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary

## 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 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:**

- the manual of administrative regulations,
- each negotiated agreement,
- the current budget statement and audit report,
- the most recent long range facilities plan, and
- 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 shall complete 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.

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

Adopted:



## 2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall provide staff members with the supplies and materials necessary for the successful implementation of the instructional program and provide students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this Policy such clothing or personal equipment as may be required 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 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 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]

Adopted: August 2012  
Revised: December 2023



# REGULATION

## R 2520 INSTRUCTIONAL SUPPLIES (M)

### 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



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- 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. (M)
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:



## 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  
Revised: 13 December 2023



## 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, 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.
2. All recommendations will be forwarded to the Director of Curriculum and Instruction for consideration. The 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 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 Director of Curriculum and Instruction or designee will measure each recommendation against the standards for selection (see paragraph C) and the



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amount budgeted for resource materials in the current or succeeding school year, as appropriate.

5. The 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.
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:



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- 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.
  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: 13 December 2023





## 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 by the Board. 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 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;
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 noncertified 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 Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and 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 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 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 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;
6. Recommending to the Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
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. 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, 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;



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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;
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. 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.

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 a noncertified 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 noncertified 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

Adopted:



## 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 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. 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:16-7.9 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 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.

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



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The school district shall provide access to the student 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.

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; 6A:32-7.1; 6A:32-7.4;  
6A:32-7.5; 6A:32-7.8

Adopted:



## 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 (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.
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 auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);



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- 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);
  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, Occupational Safety and Health 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 diabetes,





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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.

N.J.S.A. 18A:35-4.8; 18A:40-4; 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:40-41.a.; 18A:40-41.b.

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

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 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.

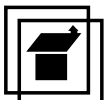


The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the 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

FINANCES  
6112/Page 3 of 3  
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: 13 December 2023



### 6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

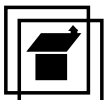
A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency 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.

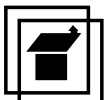
To analyze DOB, the LEA will complete the following steps:

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: 13 December 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

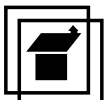
2 CFR §3485.220

2 CFR §180.210

Adopted: 29 August 2012

Revised: 17 November 2021

Revised: 13 December 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 for all schools and school grounds. In the case of a school building located in a municipality in which there is no municipal police department, critical incident mapping data shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised mapping data to the applicable law enforcement authorities or designated entities any time that there is a change to the critical incident mapping data.

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.

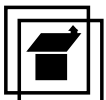
The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 and this Policy and Regulation 7440. The School Safety Specialist 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: 13 December 2023



## 9140 CITIZENS ADVISORY COMMITTEES

The Board of Education encourages communication between the school district and the community at large. Citizens advisory committees may be useful in keeping the Board and the administration informed with regard to community opinion and in representing the community.

The Board may establish a citizens advisory committee to provide input to the Board and the administration from the community for funded programs as the law requires and as the Board sees fit.

In creating a new citizens advisory committee, the Board may appoint: members of the community who are able and interested in the subject and concerned about the schools; members who represent a wide range of community interests and backgrounds; a chairperson; one or more Board members; and school staff 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 report(s) to the Board, and establish a budget, if needed. Expenditures of district funds by a citizens advisory committee shall be made upon the approval of the Superintendent.

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

Meetings of citizens advisory committee that are 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.

Adopted:



	<b>Date</b>	<b>Name</b>	<b>Location</b>	<b>Professional Development Activities/ Meetings</b>	<b>City, State</b>	<b>Cost/Fees</b>
a.	1/18, 1/26, 2/5, 2024	Chandler, J	HHS	Section 504 Compliance - Webinar Series	Virtual	\$199.00
b.	1/26/2024	Crimoli, M	WRS	Annual Council of Holocaust Educators Conference	Lincroft, NJ	\$60.00
c.	4/11/2024	Fontanella, S	IHS	Game On: Harnessing the Power of Games for Teaching Math	Ewing, NJ	\$270.00
d.	1/18, 1/26, 2/5, 2024	Rizzitello, K	HHS	Section 504 Compliance - Webinar Series	Virtual	\$199.00

**Amendment to the Elementary and Secondary Education Act Grant Awards**

**December 2023 - Motion#8**

<b>Title</b>	<b>Holmdel Township School District</b>	<b>Non-Publics</b>	<b>Total Entitlement Allocation per Sub-Grant</b>
<b>Title I, Part A</b>	\$97,460.00	\$0.00	\$97,460.00
<b>Title I, Part A Carryover</b>	\$92,402.00	\$0.00	\$92,402.00
<b>Title II, Part A</b>	\$27,879.00	\$12,137.00	\$40,016.00
<b>Title II, Part A Carryover</b>	\$18,998.00	\$8,270.00	\$27,268.00
<b>Title III</b>	\$7,536.00	\$0.00	\$7,536.00
<b>Title III Carryover</b>	\$0.00	\$0.00	\$0.00
<b>Title III Immigrant</b>	\$3,694.00	\$0.00	\$3,694.00
<b>Title III Immigrant Carryover</b>	\$0.00	\$0.00	\$0.00
<b>Title IV, Part A</b>	\$6,967.00	\$3,033.00	\$10,000.00
<b>Title IV, Part A Carryover</b>	\$7,776.00	\$3,384.00	\$11,160.00
<b>Totals</b>	\$262,712.00	\$26,824.00	<b>\$289,536.00</b>

# Holmdel Township School District

## 2024-2025 Academic Calendar

September							October							November								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4*	5*	6	7			1	2	3	4	5						1	2		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
29	30						27	28	29	30	31			24	25	26	27	28	29	30		
					19	20							22	22							16	17
December							January							February								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
										1	2	3	4							1		
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
22	23	24	25	26	27	28	26	27	28	29	30	31		23	24	25	26	27	28			
29	30	31																				
					15	15							20	21							19	19
March							April							May								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1			1	2	3	4	5					1	2	3		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31		
30	31																					
					20	20							17	17							21	21
June							Key							Total Days: Students- 182/Staff-185								
S	M	T	W	T	F	S		First/Last Day Students						<i>This school calendar is tentative, depending on weather conditions, and may be modified as required to provide a minimum of 180 days for students.</i>								
					6	7		School Closed														
1	2	3	4	5				Closed for Students/Teachers PD														
8	9	10	11	12	13	14		Early Dismissal -Students														
15	16	17	18	19	20	21		Early Dismissal -All														
22	23	24	25	26	27	28																
29	30				13	13																

September 2 – Labor Day  
 September 3 – Teachers PD all day  
**\*September 4 – First Day for Students; Delayed Opening for Preschool; Early Dismissal for students/PD day for staff**  
**\*September 5 – Early Dismissal for students/PD day for staff**  
 September 6 – Full day for all  
 October 3 – School Closed Rosh Hashanah  
 November 1 - Diwali school closed for students/PD Day for Staff  
 November 7&8 - NJEA Convention  
 November 27- Early Dismissal -All  
 November 28 & 29- Thanksgiving Break  
 December 20- Early Dismissal - All  
 December 23-31 Christmas & Hanukkah Winter Break

Jan 1- New Year's Day  
 Jan. 2 – School Resumes  
 January 20 - MLK Jr. Day  
 January 29 – School Closed for Students - Lunar New Year - PD Day for Teachers  
 February 17- President's Day  
 March 31 – EID al-Fitr  
 April 11 - Early Dismissal - All  
 April 14 - 18 - Spring Recess  
 May 23 - Early Dismissal- All  
 May 26 - Memorial Day  
 June 6 – EID al-Adha Early Dismissal for Students/PD day for Teachers  
 June 16, 17, 18 – Early Dismissal – All  
 June 18 - Last Day/Satz & HS Graduation

**School Contact Information:**  
 Village 732-946-1820  
 Indian Hill 732-946-1045  
 W.R. Satz 732-946-1808  
 High School 732-946-1832  
 Central Office 732-946-1800  
 Special Services 732-946-1186  
 Transportation 732-946-1847  
[www.holmdelschools.org](http://www.holmdelschools.org)

*BOE approved 12/13/2023*

**This calendar allows for 2 days for emergency closings.**

If no (or fewer than 2) emergency closings are used prior to March 15, schools will be **closed** on the following dates: May 27 ( 1 unused), April 21 (2 unused)

If more than 2 emergency closings are used prior to March 15, schools will be **open** on the following dates: April 18 (1 additional used), April 17 (2 additional used).

For a list of Religious Holidays permitting student absence from school, please see the NJ Department of Education list found here: <https://www.nj.gov/education/holidays.shtml>



## **CBI/WBL 2023/2024**

### **Locations for Community Based Instruction (CBI) and Work Based Learning (WBL)**

*Community Based Instruction (CBI): offers students hands-on learning experiences within the community. It is a critical component of special education for students with disabilities, as the skills they acquire in school will eventually need to be generalized to the community as they become adults. Repeated engagement to community experiences allow for practice of skills and reinforcement of classroom instruction.*

*Work Based Learning (WBL): real-world learning experiences that allow students the opportunity to fully explore career pathways within one or more of the 16 Career Clusters.*

**Students Accessing CBI/WBL experiences are identified by case managers, the transition coordinator and the team which includes the parents or guardians.**

#### **List of additional CBI & WBL locations - BOE approval 12/13/2023**

<b>Broad Street Diner</b> Address: 83 Broad St, Keyport, NJ 07735
<b>Chili's Grill &amp; Bar</b> Address: 2105 NJ-35 Suite #101, Holmdel, NJ 07733
<b>Perkins Restaurant &amp; Bakery</b> Address: 1396 NJ-36, Hazlet, NJ 07730
<b>Bubbakoo's Burritos</b> Address: 3070 NJ-35, Hazlet, NJ 07730
<b>Giuseppe Pizza &amp; Restaurant</b> Address: 620 Beers St, Hazlet, NJ 07730
<b>Kobe Sushi &amp; Hibachi Japanese Restaurant</b> Address: 1077 State New Jersey 34 Ste R, Aberdeen Township, NJ 07747
<b>Aberdeen Town Square Center</b> Address: 1061 NJ-34, Matawan, NJ 07747
<b>Red Bank Veterinary Hospital</b> Address: 197 Hance Ave, Tinton Falls, NJ 07724
<b>Holmdel Veterinary Clinic</b> Address: 959 Holmdel Road, Holmdel, NJ 07733
<b>PNC Arts Center</b> 116 Garden State Pkwy, Holmdel, NJ 07733

**Leaves of Absence**

**Motion #20 - December 13, 2023 Agenda**

<b>Last Name</b>	<b>First Name</b>	<b>Leave Dates*</b>
Babik	Cristina	01/02/24-01/30/24
Bauter	Danielle	02/20/23-06/30/24
Bradfield	Laura	02/09/24-06/09/24
Clifton	Nicole	01/22/24-03/24/24 (Extended)
Hudson	Victoria	03/04/24-06/30/24
Kruger	Erica	02/01/24-03/03/24 (Extended)
Michaud	Suzanne	12/11/23-12/31/23

*\*Types of Leaves are on file in the Human Resources Office*

**Extra Level of Staffing**  
**Motion #27 - December 13, 2023 Agenda**

Last Name	First Name	Proportion	Dates
Halpin	Nicole	0.2	01/01/24-03/27/24
Tran-Carrie	Maria	0.2	01/01/24-03/27/24
Palma	Ann	0.2	01/01/24-03/27/24
Harrington	Adam	0.2	01/01/24-03/27/24
Parker	Ryan	0.2	01/01/24-02/29/24
Murphy	Melissa	0.2	01/01/24-02/29/24
O'Brien	Kelsey	0.2	01/01/24-02/29/24

HOLMDEL TOWNSHIP BOARD OF EDUCATION  
TRANSFER REQUEST

Regular Business Meeting

Motion #33  
T-24-01

Originated by: Jessica DeWysockie

From Account Number	Description	AMOUNT	To Account Number	Description	AMOUNT
11-190-100-610-01-08-00-00-080	Supplies	2,000.00	11-000-221-890-00-00-08-00-080	Professional Services	2,000.00
11-120-100-101-00-01-01-00-080	Salaries	65,050.00	11-240-100-101-00-00-00-00-020	Salaries	65,050.00
11-000-270-515-00-00-00-00-080	Contracted Services	52,000.00	11-000-270-503-00-00-00-00-080	Contracted Services	52,000.00
11-000-270-511-01-08-01-00-080	Contracted Services	48,000.00	11-000-270-514-00-00-00-00-080	Contracted Services	48,000.00
11-000-291-260-00-00-00-00-080	Benefits	30,000.00	11-000-291-290-00-08-10-00-080	Benefits	30,000.00
		<u>\$197,050.00</u>			<u>\$197,050.00</u>

Funds for professional services, salary obligations, contracted services, and benefits.

Originated by: Jessica DeWysockie

From Account Number	Description	AMOUNT	To Account Number	Description	AMOUNT
Capital Reserve	Capital Reserve	420,000.00	12-000-401-450-00-02-00-00-050	Capital Outlay - Constructions Svcs	420,000.00
		<u>\$420,000.00</u>			<u>\$420,000.00</u>

Capital Reserve funds for new chiller at Indian Hill School.