



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA  
REGULAR BUSINESS MEETING  
HOLMDEL HIGH SCHOOL  
MARCH 26, 2025 6:00 PM  
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

## *Mission Statement*

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

### A. Call to Order

The Board of Education, Township of Holmdel, met in a Regular Business Meeting on Wednesday, March 26, 2025 at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 6:10 p.m. by Board President DiMare.

### 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: Collur and LoPresti. Messrs: DiMare, Buckley, Kim, Mann and Reddy (6:12 p.m.). Absent: Mrs. Tuccillo and Mr. Libecc. Also present, Dr. J. Scott Cascone, Superintendent of Schools, Mrs. Deborah Donnelly, Business Administrator/Board Secretary, Mr. Arthur Howard, Assistant Superintendent of Operations and Dr. Amanda Lamoglia, Assistant Superintendent of Pupil Personnel Services and Mr. Kyle Trent, Board Attorney. Student Representatives to the Board, Ms. Isabella Spicer was present at 7:00 p.m., left the meeting at 7:50 p.m. and Mr. Jack Powers was 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

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3. Matters falling within the attorney-client privilege

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

MOTION: Mrs. LoPresti SECOND: Mr. Buckley VOTE: 6-0  
Absent: Mrs. Tuccillo, Mr. Reddy and Mr. Libeccì

By a unanimous show of hands, at 6:11 p.m., the meeting moved to Executive Session.

E. Motion to Return to Public Session

MOTION: Mr. Reddy SECOND: Mrs. LoPresti VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libeccì

At 7:02 p.m., the meeting returned to public session.

F. Call to Order

G. Opening Statement

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

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

H. Flag Salute

Following the flag salute, Mr. DiMare referenced Chloe Luo, a Satz student who passed away recently due to illness and read heartfelt statements prepared by a few of Chloe's teachers. The Board held a Moment of Silence in honor and remembrance of Chloe Luo.

Next, Brendan Quinn, a Physical Education teacher, Fencing and Lacrosse Coach, read a prepared statement about Billy DiMaio, a former Holmdel High School Alumni, who was still very involved with Holmdel High School Lacrosse and whose life was tragically cut short in the January 1<sup>st</sup> terrorist attack in New Orleans. Mr. Quinn shared that a tribute will be held on Thursday, March 27, 2025 before the Lacrosse home opener.

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

- *William R. Satz Bridges Program & Builders Club Recognition – Dr. J. Scott Cascone & Mrs. Chantal Simonelli*
- *High School Winter Athletes Recognition – Dr. J. Scott Cascone & Mr. Michael Casale*

J. Report of the Student Representatives to the Board

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

MOTION: Show of Hands to Accept – All Approved

K. Report of the Superintendent

Village: 844	Indian Hill: 616
Satz: 453	High School: 944

My report will be pretty brief this evening, I just wanted to call attention to a couple of things that are ongoing. So, today, we launched, for the third year, our data triangle survey. It was released to parents and guardians, it went to our staff today and students will be also taking the survey this week. This, if you recall, is one of the mechanisms by which we track annually our progress towards our strategic action plan and our district goals. There will be many reminders. Well, I'll try to put out as many reminders as possible without being burdensome to our community but really strongly encouraging a high participation rate this year. It's really important for folks to have their voices heard so that they can help inform our future decision making. So thanks in advance for that.

Secondly, today, the artificial intelligence task force held its first meeting. The purpose of this task force is to take this rapidly evolving and transformative technology, which sort of just hit our profession, kind of like a tsunami in the last year and a half, and like any complex phenomenon, without really thinking deliberately and strategically about how we want to harness it and address it, it's not going to happen. So that is really the charge of this committee. At the first meeting this week, we finalized stakeholder surveys. Now, we're probably going to hold off until early May in sending those out because we don't really want them to overlap with the strategic plan surveys but we are going to approach the development of this, sort of like a mini strategic action plan for artificial intelligence, like we did the larger strategic action plan. We're going to start with surveys and focus groups and then we're going to convene work groups over the summer to start fleshing out the action steps according to this plan. The plan will have to various strategic intents or domains and we'll go into next school year with a clear strategy and plan for how we intend to respond and harness this technology. So I just wanted to mention that. I want to thank Vice President LoPresti as well as Board Member Collur, both of whom have taken an active interest in this and will be part of that work moving forward. Final point on that, as we move into these work groups over the summer, we will be inviting participants from various stakeholder groups to work with us on that action planning.

Final item, Mr. President, I just wanted to call attention to the fact that, on tonight's agenda, the Board will prospectively accept the resignation of Jessica DeWysockie, so I just wanted to publicly thank her for her years to the district and wish her all the best in her future endeavors.

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

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MOTION: Show of Hands to Accept – All Approved  
Mr. DiMare made comments regarding the Holmdel Artificial Intelligence Task Force.

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

Mr. Bill Loughran, Retired Administrator, referenced items 5, 6 and 8 on tonight's agenda and shared that he is sad to see Mrs. DeWysockie leaving, sharing that she was especially helpful working through budget items and wished her all the best in her future personal and professional endeavors. Mr. Loughran wanted to publicly congratulate Mrs. Malizia on her retirement as a long-time High School English and ESL Teacher and shared that she was instrumental in developing the ESL program, will be missed and wished her a happy and healthy retirement. Mr. Loughran went on to congratulate Mr. Clores on his retirement and shared that he has served 36 years as a Guidance Counselor and the theater director, spoke of his accomplishments, shared there are no words to express the impact he has had on the district, and wished him a happy and healthy retirement.

N. Action Items

• Approval of Minutes

1. Approval of Minutes – Closed Executive Session – February 19, 2025

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – February 19, 2025.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecci

2. Approval of Minutes – Committee of the Whole Meeting – February 19, 2025

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – February 19, 2025.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecci

3. Approval of Minutes – Closed Executive Session – February 26, 2025

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session – February 26, 2025.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecci

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4. Approval of Minutes – Regular Business Meeting – February 26, 2025

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – February 26, 2025.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

- **Policy**

- **Superintendent's Recommendations**

- ***Personnel***

5. Acceptance of Retirement, ESL Teacher, Village School

WHEREAS: Ms. Jeannette Malizia has served the Holmdel Township Public Schools with distinction since September 1, 2005 and,

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

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

WHEREAS: Ms. Malizia has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2025.

NOW THEREFORE BE IT RESOLVED:

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

MOTION: Mrs. LoPresti SECOND: Mr. Buckley VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

6. Acceptance of Retirement, Counselor, Holmdel High School

WHEREAS: Mr. Joseph Clores has served the Holmdel Township Public Schools with distinction since September 1, 1989 and,

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

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

WHEREAS: Mr. Clores has submitted a letter announcing his retirement from the Holmdel Township

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School District, effective July 1, 2025.

NOW THEREFORE BE IT RESOLVED:

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

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

7. Acceptance of Retirement, Paraprofessional, Village School

WHEREAS: Ms. Deborah Wilcom has served the Holmdel Township Public Schools with distinction since September 1, 2005 and,

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

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

WHEREAS: Ms. Wilcom has submitted a letter announcing her retirement from the Holmdel Township School District, effective July 1, 2025.

NOW THEREFORE BE IT RESOLVED:

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

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

8. Acceptance of Resignation, Assistant Business Administrator, District

Resolved: That the Board accept the resignation of Jessica DeWysockie, Assistant Business Administrator, District, effective May 16, 2025 or sooner.

MOTION: Mr. Reddy SECOND: Mr. Buckley VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

9. Acceptance of Resignation, Special Education Teacher, Indian Hill School

Resolved: That the Board accept the resignation of Stephanie Quackenbush, Special Education Teacher, Indian Hill School, effective July 1, 2025.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0

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Absent: Mrs. Tuccillo and Mr. Libecchi

10. Approval of Leaves of Absence, 2024/2025 School Year

Resolved: That the Board approve leaves of absence as follows:

Last Name	First Name	Leave Dates*
DiBlasi	Christine	04/07/25-04/30/25 (extended)
Ney	Kelly	05/01/25-05/30/25 (extended)

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

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

11. Approval of extension of Appointment, Temporary Leave Replacement, Elementary Teacher, Indian Hill School, 2024/2025 School Year

Resolved: That the Board approve to extend the appointment of Kristina Gradzki, Temporary Leave Replacement, Elementary Teacher, Indian Hill School, at a salary of step 4-5BA(4), \$66,375.00, prorated, effective May 3, 2025 through June 3, 2025. [K. Ney – LOA]

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

12. Approval to Amend the Appointment, Lunchroom/Playground Aide, Indian Hill School, 2024/2025 School Year

Resolved: That the Board approve to amend the appointment of Patricia O'Malley, Lunchroom/Playground Aide, Indian Hill School, as follows:

FROM: 3.5 hours per day, 5 days a week

TO: 2.75 hours per day, 5 days a week

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

13. Approval of Appointment, Transportation Coordinator, District

Resolved: That the Board approve the appointment of Sandra Parillo, Transportation Coordinator, District, at a salary of \$98,000.00, prorated, effective May 19, 2025 through June 30, 2025, pending criminal history review. [L. Carducci – Retirement]

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

14. Approval of Appointment, Head Custodian, Indian Hill School, 2024/2025 School Year

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Resolved: That the Board approve the appointment of Patrick Thomas, Head Custodian, Indian Hill School, at a salary of \$76,354.60, prorated, effective April 1, 2025 through June 30, 2025. [R. Errickson – Retirement]

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

15. Approval of Appointment, Temporary Leave Replacement, English Teacher, W.R. Satz School, 2024/2025 School Year

Resolved: That the Board approve the appointment of Evelyn Cooper, Temporary Leave Replacement, English Teacher, W.R. Satz School, at a salary of step 1MA \$72,675.00, prorated, effective April 21, 2025 through June 30, 2025, pending criminal history review. [M. McDonald – LOA]

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

16. Approval of Appointment, Night Custodian, Indian Hill, 2024/2025 School Year

Resolved: That the Board approve the appointment of Richard Lewandowski, Night Custodian, Indian Hill School, at a salary of step 2, \$55,559.68, prorated, effective April 1, 2025 through June 30, 2025, pending criminal history review. [P. Thomas - Promotion]

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

17. Approval of Extra Level of Staffing, Indian Hill School, 2024/2025 School Year

Resolved: That the Board approve the extra level of staffing, Indian Hill School, as follows:

Last Name	First Name	Proportion	Dates
Vaccarino	Marcia	0.2	03/27/25-06/06/25

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

18. Approval of Changes in Location/Shifts, Buildings and Grounds, 2024/2025 School Year

Resolved: That the Board approve the changes in location/shifts effective April 4, 2025 through June 30, 2025 as per attachment.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi



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19. Approval to Rescind, Volleyball Assistant Co-Coach, Schedule B, 2024/2025 School Year

Resolved: That the board approve to rescind Aaron Rogers, Volleyball Assistant Co-Coach, Schedule B, effective immediately.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

20. Approval of District Staff Participation in Doctoral Research

Resolved: That the Board approve Elizabeth Sheehy to conduct doctoral research, subject to Institutional Review Board approval, for the 2024/2025 school year as follows:

University	Program/Area of Study	Supervisor	Location
Monmouth University	Doctor of Education in Education Leadership	Dr. Lamoglia	Districtwide

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

21. Approval of Job Description, Secretary to Buildings & Grounds and Transportation, Part-Time

Resolved: That the Board approve the job description, Secretary to Buildings & Grounds and Transportation, Part-Time as per attachment.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

22. Approval of Appointment, Day-to-Day Substitutes, 2024/2025 School Year

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

Last Name	First Name	Substitute Position(s)	Effective Dates
Vanario	Camille	Bus Monitor	03/03/25
Alkhen	Ahoud	Bus Monitor	03/17/25

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

➤ ***Curriculum & Instruction***

23. 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: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0

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Absent: Mrs. Tuccillo and Mr. Libecchi

24. 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: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

25. Approval of Guest Speaker, Joseph Lawlor, FBI at W. R. Satz Middle School (7<sup>th</sup> & 8<sup>th</sup> Grade Forensics Assembly) on March 24, 2025

Resolved: That the Board approve guest speaker, Joseph Lawlor, FBI at W. R. Satz Middle School (7<sup>th</sup> & 8<sup>th</sup> Grade Forensics Assembly) on March 24, 2025. On file in the Office of the Superintendent.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

26. Approval of Guest Speaker, Mad Science at Indian Hill School (6<sup>th</sup> Grade Assembly) on April 7, 2025

Resolved: That the Board approve guest speaker, Mad Science at Indian Hill School (6<sup>th</sup> Grade Assembly) on April 7, 2025. On file in the Office of the Superintendent.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

27. Approval of Appointment, Student Teacher Volunteer, Village School

Resolved: That the Board approve Andrea Leonardi, Student Teacher Volunteer to shadow the following teacher at the Village School:

Student Name	College/University	Type of Placement	Teacher/Supervisor	School	Date/Hours
Andrea Leonardi	Montclair	Speech Language	Bligh/Lamoglia	Village	May 2025 - 25 hrs

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

28. Approval of Affirmation of HIB Incident(s)

Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-15(b)(6)(c), at its meeting on February 26, 2025, the Superintendent reported the following HIB Incident(s) to the Board;

A. 286381\_V\_01272025

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

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

29. Approval of 2024/2025 Student Safety Data System (SSDS) Incident, Trainings and Programs District Report for Period 1 (September 1, 2024 – December 31, 2024)

Resolved: That the Board approves the 2024/2025 School Safety Data System (SSDS) Incident, Trainings and Programs District Report for Period 1 (September 1, 2024 – December 31, 2024) as submitted to the New Jersey Department of Education.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

➤ ***Special Services***

30. Approval of Home/Hospital Instruction

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

	<b>SID</b>	<b>Services</b>	<b>Classification</b>	<b>Start Date</b>	<b>End Date</b>	<b>Cost Per Hour</b>
a.	9104773791	Home Instruction	n/a	02/14/2025	03/19/2025	\$60
b.	8718040804	Home Instruction	n/a	02/25/2025	04/22/2025	\$60
c.	6080348017	Hospital Instruction	n/a	03/16/2025	04/16/2025	\$63

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

31. Approval of Additional Location(s) for 2024-2025 Community Based Instruction (CBI) and Structured Learning Experience (SLE)

Resolved: That the Board approve additional location(s) for 2024-2025 Community Based Instruction (CBI) and Structured Learning Experience (SLE), as follows:

	<b>Name</b>	<b>Location</b>
a.	Coach America	New Brunswick (Corp Location) Bell Works (Working Locations)
b.	ZR Fitness	Red Bank, NJ

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

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32. Acceptance of Non-Monetary Donations for the Special Services Transition Fair

Resolved: That the Board accept, with gratitude, non-monetary donations from the entities for sponsorship of the Holmdel School District Transition Fair on April 4, 2025, as per attachment.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

33. Approval of Participation in the Sustainable Jersey for Schools Certification Program

**Whereas**—The Holmdel Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

**Whereas**—The Holmdel Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

**Whereas**—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

**Whereas**—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

**Whereas**—Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

**Whereas**—The Holmdel Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools.

**Whereas**—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

**Whereas**—The Holmdel Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

**Therefore**, it is resolved that the Holmdel Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board’s intention to pursue certification for schools in the district.

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**We hereby appoint** Alicia Killean to be the district's liaison to Sustainable Jersey for Schools.

**We do hereby recognize** our School(s) as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

**We agree to** complete district actions and to support the district's schools in completing their actions.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

- **Business Administrator's Recommendations**

Business Administrator/Board Secretary's Certification

Deborah Donnelly, 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.

34. Approval of Business Administrator/Board Secretary's Financial Report – February 28, 2025

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending February 28, 2025 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

35. Approval of Treasurer's Financial Report – February 28, 2025

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending February 28, 2025 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report approved is in agreement with the report of the Business Administrator/Board Secretary.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

36. Acceptance/Approval of Additional 2024/2025 Chapter 192-193 Funding

Resolved: That the Board accept/approve additional funding under the provision of Chapter 192-193 (2024/2025) as on file in the Business Office:

Chapter 192-193 Services	Amount
Additional Chapter 192-193 Funding	\$2,478.00
Revised 2024/2025 Entitlement (2/27/2025)	\$373,453.00

AGENDA  
REGULAR BUSINESS MEETING  
HOLMDEL HIGH SCHOOL  
MARCH 26, 2025 6:00 PM  
PUBLIC MEETING APPROXIMATELY 7:00 P.M.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

37. Implementation of New York Life's Voluntary Guaranteed Issue Life Insurance Program

The Holmdel Township Board of Education resolves to implement New York Life's Voluntary Guaranteed Issue Life Insurance program and designates New York Life as a voluntary provider for Holmdel Board of Education. All plans will be offered at no cost to the district through payroll deduction.

Holmdel Township Board of Education hereby approves all appropriate people that are authorized to take such action and affect such documentation as necessary to implement these changes.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

38. Implementation of Colonial Life's Voluntary Guaranteed Issue Short-Term Disability Insurance Program

The Holmdel Township Board of Education resolves to implement Colonial Life's Voluntary Guaranteed Issue Life Insurance program and designates Colonial Life as a voluntary provider for Holmdel Board of Education. All plans will be offered at no cost to the district through payroll deduction.

Holmdel Township Board of Education hereby approves all appropriate people that are authorized to take such action and affect such documentation as necessary to implement these changes.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

39. Approval of Bills Payment – March 26, 2025

Resolved: That the Board approve payment of the March 26, 2025 regular bills list in the amount of \$2,793,440.38 and as certified and approved.

MOTION: Mr. Buckley SECOND: Mr. Reddy VOTE: 7-0  
Absent: Mrs. Tuccillo and Mr. Libecchi

O. Old Business

P. New Business

Mr. Buckley referenced a concern he raised previously, and recently witnessed, regarding a safety issue with the school bus drop off lane at the complex and the volume/distracted drivers by Satz.

Mr. Reddy asked about the two (2) snow days out being given back and Dr. Cascone shared it was included in his newsletter and will continue to be included as a reminder. Mr. Reddy thanked the Township for helping out and shared that he hopes it's not just a one-time thing because next year's budget will be an even bigger challenge.

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HOLMDEL HIGH SCHOOL  
MARCH 26, 2025 6:00 PM  
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Mr. DiMare shared that he is proud of the Board and Administration for being transparent with the community and referenced neighboring schools districts are also dealing with financial difficulties. He shared the Board will continue to speak to the community and give opportunities to join the conversation and provide feedback because there will be more difficult decisions next year and hopefully the Township will continue to work collaboratively with the school district. Mr. DiMare referenced the school bus safety issue and shared there will be a potential drop off zone. Dr. Cascone shared we will need to continue to be deliberate and hands-on in the way that we manage traffic on campus, although road project will help mitigate safety issues. Mr. DiMare then commented on a social media post from several years ago that referenced the need for start-time changes and roadway improvements which are now happening in collaboration with the town, to prioritize the safety of our students.

Mr. Reddy inquired about the phases of the project and Dr. Cascone confirmed there are multiple phases of the project with the first he believes to be the widening of Crawfords Corner Road into complex.

Mr. Mann chimed in to mention the dangerous situation at drop off and pick up with parents and students rushing through the parking lot.

Q. Questions or Comments from the Public

Mr. Bill Loughran, Retired Administrator, shared the words of long-time Holmdel PE Teacher and Driver's Education Instructor, Mr. Edward Wreckage and stated "Some of the things I'm going to say, you'll agree with, some of the things you won't and I hope that you'll at least consider the rest." Mr. Loughran then shared that he is currently serving as the Acting Principal at Westfield High School and mentioned they are committed to the rotating schedule for next year, conducting visits for the purpose of teachers meeting with other teachers to see how you work in this environment with the adjustment and, this week alone, they have 6 visits scheduled with colleagues in other districts as opportunities to talk shop with their colleagues. It is important to note that the idea for the "Standing up for Intolerance" class was a result of a similar visit that Holmdel had with Chatham several years ago. Mr. Loughran shared that Governor Livingston has been utilizing the rotating schedule for 15 years and, about five years ago, they started breaking down data and they have raised their average SAT score by over 100 points and they attribute it to some of the tweaks they made in what they're offering within the schedule. Mr. Loughran shared that those are the kind of good ideas that you get when you speak to other people. Sometimes good information can be given the old fashioned way, by talking to other districts, brainstorming and, likewise, in speaking with the principals, they are telling me about how great it's been for their school to share these ideas. Mr. Loughran shared his discouragement when he asked to bring a team of Westfield teachers here and was embarrassed when he was told it wasn't possible to visit but that he could set up a conference call and High School Administrators could speak to Westfield Administrators. Mr. Loughran shared that it is a bad look for Holmdel and shared the district is not committed to continuous improvement unless you're looking at what is going on around you and this was a missed opportunity for Westfield and for Holmdel.

Dr. Cascone shared that he is disappointed to hear this and there was no outreach to him before these comments here at the public meeting and second, if the message was that you and Westfield teachers were not welcome here and that your teachers were not welcome here, that message was delivered erroneously. The scope of the visit may not have been as extensive as you have had in other schools but it was always going to be offered up as an opportunity to have a round table with teachers at the table, so if you received a message that was other than that, he apologized, that was not what was intended. Dr. Cascone shared that he would respectfully disagree that we are burying our heads in the sand here and shared that, over the course of the last three years, we have welcomed countless visitors to our district and our Administrators and teachers are regularly venturing

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out beyond the confines of our district to learn from others. Dr. Cascone shared that he has disappointed that Mr. Loughran did not reach out to him prior to saying this in public and shared he is not sure where the message got lost in translation but that was definitely not his position in terms of the visit and he will be following up on this.

Mr. Loughran shared that he can't help but think it was somehow personal when Holmdel has welcomed other districts, specifically Wall High School and Rumson Fair Haven were welcome to visit and talk about the schedule, under Dr. Kukoda. Mr. Loughran shared that the fact that Dr. Cascone said there was going to be a round table of teachers was not communicated in the email and also indicates that you knew about it and why didn't I reach out to Dr. Cascone before I made the public comment and he'd like to ask why didn't you reach out to me, given my 35-years here, as a professional courtesy, or at least our 3 years working together. Mr. Loughran shared that he will continue to support the school and will continue to be its biggest cheerleader but this is a bad look.

Dr. Cascone shared that he was aware of your outreach to visit the school and he was under the impression and the understanding that you would be coming with Administrators and teachers, that we would have an opportunity to roundtable and share information. Dr. Cascone shared that he was never aware of the fact that the response was you can't come or just schedule a conference call. That was not the substance of Dr. Cascone's conversation with Dr. Herits and he's not sure why that was conveyed to you in that nature but that was not Dr. Cascone's understanding of what was going to happen.

Mr. Loughran shared that it is disappointing because the email was very specific to visit with teachers, not to get a surface view but actually to communicate and articulate with teachers which would have taken no more than three hours. It's disappointing that you didn't get the message and I remain steadfast that perception drives the truth and my perception is that I wasn't welcome here with my team and I find that ironic and disappointing.

Mr. Reddy shared that he recalls visiting Governor Livingston with Mr. Loughran and a bunch of Board Members and shared this was a missed opportunity to brag and work with other schools and we should do better next time.

Mr. DiMare made final comments and shared that Dr. Cascone will be following up.

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

S. Adjournment

Board President DiMare called for a motion to adjourn the meeting. Mr. Mann motioned, Mrs. LoPresti seconded and by a unanimous voice vote, the meeting adjourned at 8:21 p.m.

Respectfully Submitted,

Mrs. Deborah Donnelly  
Business Administrator/Board Secretary



	Motion #18 - March 26, 2025 Agenda					
	Changes in Location/Shifts					
	Name	From	Location	To	Location	Salary
a.	DiBlasi, Christine	Day Shift	Holmdel High School	Day Shift	Indian Hill School	\$59,209.00
b.	Faccone, Christopher	Split Shift	W.R. Satz School	Sunday/Night Shift	Indian Hill School	\$62,422.86
c.	Graham, Michael	Night Shift	Indian Hill School	Split Shift	W.R. Satz School	\$69,969.00
d.	Oxner, George	Sunday/Night Shift	Indian Hill School	Night Shift	Indian Hill School	\$64,996.28



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION:  
SECRETARY TO  
BUILDINGS & GROUNDS and  
TRANSPORTATION  
(PART-TIME)**

**QUALIFICATIONS:**

1. Possesses High School Diploma (required) or above.
2. Minimum of two years related experience or equivalent of training/education and experience.
3. Demonstrates effective communications, organization, record keeping and interpersonal skills.
4. Proficiency in the use of technology and related software.
5. Ability to manage phone calls and emails in a courteous and effective manner.
6. Able to maintain confidentiality as required and appropriate.
7. Successfully completes required criminal history and proof of U.S. citizenship or legal resident status.
8. Such alternatives to the above qualifications as the Board may find appropriate and/or acceptable.

**REPORTS TO:** The Director of Plant, Operations and Maintenance and Transportation Coordinator and/or designee.

**JOB GOAL:** To serve as a Secretary to the Director of Plant, Operations and Maintenance and Transportation Coordinator and/or designee, contributing to the smooth and efficient operation of the offices of building & grounds and transportation.

**PERFORMANCE DUTIES:**

**1. Work Performance**

- a. Perform general office duties, such as photocopying, general typing, filing etc.
- b. Receive and assist with the management of incoming calls and written correspondence from parents, vendors/contractors, district staff and administration.

- c. Establishes and organizes office filing system, both hard copy and electronic, as needed in accordance with state records retention requirements.
- d. Assists with the management of the buildings and grounds work order system and daily facilities operation (i.e., day-to-day coordination of outside contractors, scheduling of custodial staff, etc.)
- e. Assists with the ordering of supplies and materials and contracted services including the obtaining of quotes, entry of purchase orders, and follow-up on deliveries. Effectively utilizes NJ state contract and district membership vendors to ensure compliance with Public School Contracts Law.
- f. Responsible for the tracking of spend against B&G purchases orders and invoice processing; ensuring all department invoices are received and processed and purchase orders are closed at the end of the fiscal year.
- g. Assists with the maintenance of inventory of purchases, such as supplies and equipment.
- h. Provides support to schools, as needed in regard to transportation.
- i. Assists in the investigation of and responding to complaints relating to transportation services.
- j. Assist in the preparation and reproducing of student bus information, reports, forms and related materials.
- k. Assists with the update and maintenance of all regulatory files including, but not limited to, AHERA, Right to Know, Blood Borne Pathogens and other compliance requirements as assigned.
- l. Assist with the preparation of the annual budget details and entry to the district accounting software
- m. Assists with the development of reports or responses to OPRA requests using the department data and records.

## **2. Work Traits:**

- a. Maintains confidentiality as required and appropriate.
- b. Demonstrates an openness to discuss suggestions and work cooperatively with colleagues.
- c. Self-starter, demonstrates initiative, independence and decision making appropriate to the performance 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. Technology Skills**

Demonstrated proficiency in computer applications pertinent to support the position, including but not limited to Microsoft Office 365, Google Suite, Accounting Software, Time and Attendance software, and Employee Absence Management software.

**4. Professional Development**

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

**5. 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.

**6. Other**

Performs such other tasks and assumes such other responsibilities as assigned by the Director of Plant, Operations and Maintenance and Transportation Coordinator and/or designee.

**Terms of Employment:**

Salary and work year to be established by the Board of Education in accordance with the contractual agreement with the Holmdel Township Education Association.

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of Board Policy on Evaluation of Non-certified personnel.

**Source:**

Regular Board Meeting

**Date:**

March 26, 2025

	<b>Date</b>	<b>Name</b>	<b>Location</b>	<b>Professional Development Activities/ Meetings</b>	<b>City, State</b>	<b>Cost/Fees</b>
a.	04/07/2025	Arciero, J	HHS	NJASA 8th Annual Women's Leadership Conference 2025	Summit, NJ	\$305.32
b.	04/30/2025 - 05/07/2025	Buerck, L	IHS	NJSHA & NJIDA Spring Conference	Virtual	\$99.00
c.	04/30/2025 - 05/07/2025	McMahon, L	IHS	NJSHA & NJIDA Spring Conference	Virtual	\$99.00
d.	n/a	Neville, M	IHS	Googe Educator Certification	Virtual	\$225.00
e.	04/30/2025 - 05/07/2025	Smith, E	IHS	NJSHA & NJIDA Spring Conference	Virtual	\$125.00
f.	05/25/2025	Wrubel, D	District	Leading w/Knowledge: Holocaust & Genocide Education for Administrators	Union, NJ	\$26.00

## Non-Monetary Donations for the Special Services Transition Fair

	<b>Name</b>	<b>Type of Donation</b>	<b>Amount (not to Exceed)</b>
a.	Holmdel High School PTSO Holmdel, NJ	Gift Cards (in \$5 increments)	\$100.00
b.	Turning Point Holmdel, NJ	Gift Cards for 2 Complimentary Meals	\$50.00
c.	Jersey Freeze Holmdel, NJ	50 Free Ice Cream Cone Coupons	\$250.00
d.	Holmdel Bagels Holmdel, NJ	Gift Cards (in \$10 increments)	\$50.00
e.	Over Easy Holmdel, NJ	Gift Card	\$25.00
f.	Texas Roadhouse Holmdel, NJ	Gift Basket and Gift Card (2 Complimentary Dinners)	\$100.00
g.	Wawa Hazlet, NJ	Gift Basket	\$75.00
h.	Chick-Fil-A Hazlet, NJ	Gift Basket with Meal Coupons	\$75.00
i.	Target Middletown, NJ	Gift Cards (in \$10 increments)	\$50.00