



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

AGENDA REGULAR BUSINESS MEETING HOLMDEL HIGH SCHOOL / REMOTE DECEMBER 15, 2021 7:00 PM

Mission Statement

The mission of the Holmdel Township Public Schools is to provide 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 15, 2021 remotely and at Holmdel High School, 36 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 7:01 p.m. by Ms. Flynn, Board President.

B. Opening Statement

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

- Posting written notice prominently on the bulletin board in the Office of the Board of Education, 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, Independent, the PLG, PSG, PSA, PTSO, SAB presidents and student representatives to the Board.
- Filing with the Clerk of Holmdel Township, Police Headquarters and Public Library.

C. Open Public Meetings Act

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

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

D. Roll Call/Flag Salute

The following Board members were present: Mesdames: Flynn, Briamonte, Urbanski and Zhang. Messrs: Sockol, Foster, Hammer (at 7:28 p.m.) and Wall (at 7:28 p.m.). Absent: Mr. Reddy. Also present, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Paul Green, Board Attorney. Dr. LeRoy Seitz, Interim Superintendent was absent. Student Representatives to the Board, Mr. Haroon Shaikh and Ms. Trinity Han were also present.

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

- Governor’s Educator of the Year – Arthur Howard, Alicia Farese, Bill Loughran and Matt Kukoda presented the Teachers and Educational Services Professionals of the Year

Village School: Suzanne Givens, Teacher of the Year
Karen Gutowsky, Educational Services Professional of the Year

Indian Hill: Kevin McCarthy, Teacher of the Year
Desiree Fernandez, Educational Services Professional of the Year

W.R. Satz: Christen McCafferty, Teacher of the Year
Jean Thompson, Educational Services Professional of the Year

Holmdel HS: Jonathan Cole, Teacher of the Year
Debbi Todaro, Educational Services Professional of the Year

- Holmdel High School Girls Soccer Wins NJSIAA Group II – New Jersey State Assemblyman Gerry Scharfenberger presented certificates of recognition to each individual member of the Girls Soccer Team for their outstanding accomplishment. Ms. Flynn also congratulated the team and stated that she has enjoyed watching the team this season. She wished the seniors the best of luck in college and is looking forward to the team’s season next year.

Mr. Scharfenberger also congratulated Ms. Flynn on her last Board Meeting.

- Board Member Recognition – Victoria Flynn and Brian Foster

Ms. Flynn acknowledged Mr. Foster and thanked him for his service and dedication as a member of the Board for the last three years. Mrs. Urbanski, Mrs. Briamonte, Mr. Sockol, Mrs. Zhang, and Mr. Hammer all echoed Ms. Flynn’s comments and stated they appreciate everything that Mr. Foster has done for the Board and that he will be greatly missed.

Mr. Sockol acknowledged Ms. Flynn’s dedication to the district and thanked her for her service and friendship. Mrs. Urbanski echoed Mr. Sockol’s sentiments, calling her an amazing leader and a good friend. Mr. Foster thanked Ms. Flynn for everything she has done for the Holmdel School District. Mrs. Zhang thanked Ms. Flynn for her leadership and service. Mr. Hammer is appreciative of all of Ms. Flynn’s time and effort she put forth on the Board. Mrs. Briamonte thanked Ms. Flynn for her devotion and expressed her gratification and admiration for Ms. Flynn’s commitment to the district.

Mr. Sockol welcomed members of the audience to come up and speak:

Mrs. Collins thanked Ms. Flynn for her friendship, thanked her for her service and said she is so proud of her accomplishments. She shared that Vicky is an incredible role model for girls and women alike

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and was born for leadership. She wished her all the best in her next endeavor and is excited to see what she will accomplish as this is the start of all good things.

Mrs. Chiung-Yin Liu thanked Ms. Flynn for her guidance and leadership and wished her all the best.

Mr. Critelli thanked the Board for their efforts during this pandemic. He thanked Mr. Foster for his service and encouraged him to continue his public service career. Mr. Critelli thanked Ms. Flynn for her service and wished her the best of luck in her next endeavor. Ms. Flynn thanked Mr. Critelli and emphasized the importance of a continued partnership between the town and the school board.

Mr. Wall congratulated Mr. Foster and Ms. Flynn for their service and stated that it has been great getting to know Mr. Foster. He also encouraged Mr. Foster's continued public service. Mr. Wall thanked Ms. Flynn for her leadership and wished her tremendous success in the New Jersey State Assembly.

At 8:02 p.m., there was a short break.

At 8:25 p.m., the meeting resumed and the following Board members were present: Mesdames: Flynn, Briamonte, Urbanski and Zhang. Messrs: Sockol, Foster, Hammer and Wall. Absent: Mr. Reddy. Also present, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary and Mr. Paul Green, Board Attorney. Dr. LeRoy Seitz, Interim Superintendent was absent. Student Representatives to the Board, Mr. Haroon Shaikh and Ms. Trinity Han were also present (both left the meeting at 9:09 p.m.).

F. 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

G. Report of the Superintendent - None

H. Harassment, Intimidation and Bullying (H.I.B.) Report - None

I. Committee Report(s)

Before a matter is placed on the agenda at a public meeting, the administration reviews the matter with the Superintendent of Schools. Members of Board committees then work with the Superintendent to ensure a full review of these matters and after committee review and discussion, administrative recommendations are placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

- Mrs. Urbanski – Curriculum, Instruction & Special Services
- Mrs. Briamonte – Budget & Finance
- Mrs. Briamonte – Buildings, Grounds & Safety

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- Ms. Flynn – President’s Report - Ms. Flynn provided an update regarding the Superintendent Search and the action that will be taken at the January 2022 Organization Meeting.

J. Questions or Comments from the Public on Action Items Only - None

K. Action Items

- **Approval of Minutes:**

1. Approval of Minutes – Committee of the Whole Meeting – Closed Executive Session – November 10, 2021

Resolved: That the Board approve the minutes of the following meeting: Committee of the Whole Meeting – Closed Executive Session – November 10, 2021.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 6-0-2
Abstain: Ms. Flynn and Mr. Hammer
Absent: Mr. Reddy

2. Approval of Minutes – Committee of the Whole Meeting – November 10, 2021

Resolved: That the Board approve the minutes of the following meeting: Committee of the Whole Meeting – November 10, 2021.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 6-0-2
Abstain: Ms. Flynn and Mr. Hammer
Absent: Mr. Reddy

3. Approval of Minutes – Closed Executive Session Meeting – November 17, 2021

Resolved: That the Board approve the minutes of the following meeting: Closed Executive Session Meeting – November 17, 2021.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 6-0-2
Abstain: Ms. Flynn and Mr. Hammer
Absent: Mr. Reddy

4. Approval of Minutes – Regular Business Meeting – November 17, 2021

Resolved: That the Board approve the minutes of the following meeting: Regular Business Meeting – November 17, 2021.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 6-0-2
Abstain: Ms. Flynn and Mr. Hammer
Absent: Mr. Reddy

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• **Policy:**

5. Approval of Policy

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

P 1648.11 The Road Forward COVID-19 – Health and Safety (M) (New)

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

6. Approval of New Policy

Resolved: That the Board approve the following policy, and hereby designate as a first reading, as per attachment:

P 2425 Emergency Virtual or Remote Instruction Program (M) (New)

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

• **Superintendent’s Recommendations**

7. 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 Staff Member Expenses. [B]

Date	Name	Location	Professional Development Activities/Meetings	City, State	Cost/Fees
01/20/22	Crimoli, M.	Satz School	CHHANGE: Educator Art Workshop: Historians of Ourselves	Lincroft, NJ	\$50.00
12/16/21	Damas, C.	Village School	VB-Mapp Web-Based Training	Online	\$149.00
02/05/22	Greco, J.	IH/Village School	Winter 2022 Art Ed NOW Conference	Online	\$149.00
12/16/21	Minnig, L.	Village School	VB-Mapp Web-Based Training	Online	\$149.00
02/24/22	Tomiak, K.	Satz School	Rutgers Center for Literacy Development Speaker Series	Piscataway, NJ	\$170.00

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

8. 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.

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MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

9. Approval of Student Teachers/Clinical Practices/Observations/Field Experiences

Resolved: That the Board approve the following Student Teachers/Clinical Practices/Observations/Field Experiences for the 2021/2022 school year as follows:

Student Name	College/University	Type of Placement	Teacher	School	Class	Date/Hours Needed
Jenna Rasp	TCNJ	Student Teacher	Rebecca Waddell	Village School	K-1	Spring 2022

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

10. Approval of Emergency Virtual/Remote Instruction Plan

Resolved: That the Board approve the revised Emergency Virtual/Remote Instruction Plan for 2021/2022 school year as per attachment.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

11. Approval of 2022/2023 Graphic Arts Credit Change Proposal

Resolved: In accordance with the recommendation of the Interim Superintendent, that the Board approve a change in graduation credit assignment for Graphic Arts to the Visual Performing Arts category commencing with the 2022/2023 school year.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

12. Approval of Student Internship, Holmdel High School

Resolved: That the Board approve of an internship for a Holmdel High School Student for the Spring Semester of 2022, four times per week in the afternoons as follows:

SID	Location	Type of Placement	Start Date
6863918693	CME Associates Howell Township, NJ	Internship - Engineering	Spring Semester 2022

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

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13. Approval of Job Description, Robotics Club Advisor/W.R.Satz School, Schedule B

Resolved: That the Board approve the Robotics Club Advisor/W.R.Satz School, Schedule B job description, as per attachment. [B]

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

14. Approval of Submission of CRRSA-ESSER II Grant Fund Amendment

Resolved: That the Board approve the submission of the amendment of the CRRSA - ESSER II Grant Fund Application.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

15. Approval of Holmdel High School Learning Centers

Resolved: That the Board approve the following teachers to staff the Holmdel High School Learning Centers to assist students in math as follows: **Funded by ARP ESSER*

Last Name	First Name	Per Period*
Lazarchick	Danielle	\$52.37
Shang	Fangze	\$47.33
Tapper	Ben	\$40.18

**Salary for the 2021/22 school year to be dependent upon completion of negotiations with HTEA*

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

16. Approval of Home/Bedside Instruction

Resolved: That the Board approve home/bedside instruction services for students for the period indicated, as follows: [B]

SID	Services	Classification	Start Date	End Date	Cost per hour
3460569300	Hospital Instruction	n/a	11/02/2021	TBD	\$65.00

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

17. Approval of Revised Community Based Instruction (CBI) and Structured Learning Experience (SLE) Locations for the 2021/2022 School Year

Resolved: That the Board approve revisions of 2021/2022 Community Based (CBI) and Structured

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Learning Experience (SLE) locations as on file in the Office of the Superintendent.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

18. Approval of Student Placement

Resolved: That the Board approve the placement of the following student at the facility listed for the 2021/2022 school year as follows:

SID	Placement	Classification	Start Date	Cost
5357415597	Strang School	OHI	11/24/2021	\$51,949.35

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

19. Acceptance of Retirement, Special Education Teacher, Holmdel High School

WHEREAS: Ms. Susan Kuczynski has served the Holmdel Township Public Schools with distinction since September 12, 2003 and,

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

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

WHEREAS: Ms. Kuczynski has submitted a letter announcing her retirement from the Holmdel Township School District, effective February 1, 2022;

NOW THEREFORE BE IT RESOLVED:

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

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

20. Approval of Leaves of Absence

Resolved: That the Board approve leaves of absence as follows: [B]

Last Name	First Name	Leave Dates*
Bayers	Nicole	01/27/22-05/31/22
Marasco	Tracey	02/28/22-06/30/22
Scarpitto	Jessica	01/31/22-06/30/22
Stern	Jacqueline	02/08/22-06/30/22

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

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

21. Acceptance of Resignation, Lunchroom/Playground Aide, W.R. Satz School

Resolved: That the Board accept the resignation of Cheryl Visceglia, Lunchroom/Playground Aide effective December 3, 2021.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

22. Approval of Extension of Appointment, Temporary Leave Replacement, Elementary Teacher, Indian Hill School

Resolved: That the Board approve to extend the appointment of Katelin Drew, Temporary Leave Replacement, Elementary Teacher, Indian Hill School, at a salary of step 1BA, \$55,100.00, prorated, effective February 10, 2022 through June 30, 2022, Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA. [J. Stern – Leave of Absence Extended] [B]

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

23. Approval of Appointment, Part-Time Special Education Monitor, Holmdel High School

Resolved: That the Board approve the appointment of Lisa Dacunto, part-time Special Education Monitor, Holmdel High School, step 1, at a salary of \$26.31 per hour for 4 hours per day, 4 days a week, prorated, effective retroactive from November 22, 2021 through June 30, 2022, pending criminal history review. Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA. [New][B]

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

24. Approval of Appointment, Teacher Assistant, Kindergarten, Village School

Resolved: That the Board approve the appointment of Maureen Ziznewski, Teacher Assistant, Kindergarten, Village School, at a salary of \$20.00 per hour for 5.75 hours per day, 5 day a week, effective retroactive from December 6, 2021 through June 30, 2022. [New][B]

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

25. NO MOTION

26. NO MOTION

27. Approval of Extra Level of Staffing, Village School

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Resolved: That the Board approve the following teachers for mandated IEP student instruction at Village School effective January 01, 2022 through June 30, 2022, prorated.

Last Name	First Name	Proportion
Givens	Suzanne	.2
Mellone	Antonella	.2
McHugh	Jamie	.2
Wood	Elizabeth	.2
Wylam	Jessica	.2

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

28. Approval of Appointment, Before and After School Student Support, 2021/2022 School Year

Resolved: That the Board approve the appointment of the following teachers for before and after school student support, effective retroactive from October 1, 2021. Salary for the 2021/2022 school year to be dependent upon completion of negotiations with HTEA. **Funded by Title I, Part A, ESSER II, and ARP ESSER*

Last Name	First Name	Location	Grant Funded Position	Hourly Rate (Pupil Contact)*
Bennett	Karen	Indian Hill	Teacher	\$65.96
Jasperse	Colleen	Indian Hill	Teacher	\$73.50
Leibner	Katelin	Indian Hill	Teacher	\$49.33
Vitale	Kevin	Indian Hill	Teacher	\$44.44
Watts	Robin	Indian Hill	Teacher	\$77.13

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

29. Approval of Schedule B Appointments

Resolved: That the Board approve the following Schedule B appointments for the 2021/2022 school year: [B]

Position	Last Name	First Name	Stipend
Cheerleading Assistant Coach/Winter – Holmdel High School	Semanchick	Elizabeth	\$3,517.00
Technical Advisor/Fall Play – Holmdel High School	Campuzano	Shirley	\$1,920.00

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

30. Approval of Appointment, Volunteer, Holmdel High School

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Resolved: That the Board approve Gigi Caponegro as a Volunteer for the Holmdel High School Girls Basketball Team for the 2021/2022 school year.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

31. Approval of Appointment, Day-to-Day Substitutes, 2021/2022 School Year

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

Last Name	First Name	Substitute Position(s)	Effective Dates
Frothingham	Kristen	Teacher	12/17/21
Ulanich	Peter	Special Education Monitor	12/17/21
Melo	Maria	Teacher	12/16/21

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

• **Business Administrator’s Recommendations**

32. Approval of Monthly Certification – November 30, 2021

Resolved: That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of November 30, 2021 after review of the Secretary’s Monthly Financial Report (appropriations section) and, upon consultation with the appropriate district officials, that, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 (b); that no line item account has encumbrance and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.6A:23.11 (1), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

33. Approval of Business Administrator/Board Secretary’s Financial Report – November 30, 2021

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending November 30, 2021 is hereby approved and the Business Administrator/Board Secretary instructed to file same.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

34. Approval of Treasurer’s Financial Report – November 30, 2021

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending November 30, 2021 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. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
 Absent: Mr. Reddy

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35. Approval of Budget Transfer – 2021/2022

Resolved: That the Board approve the 2021/2022 Budget Transfer as listed on attachment T-22-01.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

36. Approval of Bills Payment – December 15, 2021

Resolved: That the Board approve payment of the December 15, 2021 regular bills list in the amount of \$1,232,920.78 and as certified and approved.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

37. Resignation of Interim Superintendent

Resolved: That the Holmdel Board of Education accept the resignation of Interim Superintendent Dr. LeRoy Seitz for personal reasons, effective immediately, and extends its appreciation to Dr. Seitz for his services.

MOTION: Mr. Sockol SECOND: Mr. Wall VOTE: 8-0
Absent: Mr. Reddy

38. Designation of Administrator in Charge

Resolved: That the Holmdel Board of Education designate School Business Administrator/Board Secretary Michael Petrizzo as the Administrator in Charge, effective immediately and continuing through January 5, 2022.

MOTION: Mr. Sockol SECOND: Mrs. Briamonte VOTE: 8-0
Absent: Mr. Reddy

L. Old Business - None

M. New Business

- Mrs. Urbanski referenced the Back to School Nights, stated they were very successful and thanked all the faculty/staff for their efforts. Ms. Flynn agreed with these comments.
- Mr. Sockol referenced the school performances he attended and thought they were great and we are getting back to some sort of normalcy. Ms. Flynn agreed with Mr. Sockol and stated the performances are helping everyone get into the holiday spirit and feel that things are getting a little bit closer to normal.

N. Questions or Comments from the Public

- Mr. Yanello, Parent, thanked Mr. Foster and Ms. Flynn for their services. He also recognized the teachers/Educational Service Providers honored tonight. He then referenced the ‘Shelter in Place’ that happened recently and inquired if there could be comments or an update on this. Ms. Flynn responded that she cannot provide information regarding the incident in a public setting but would have someone reach out to Mr. Yanello directly. He wanted to know what the cost was for this incident (for all the displaced staff/etc.). Ms. Flynn explained that the district has not determined a dollar figure and added that this is why we have the Class III Officers in all of our buildings. Mr. Yanello suggested having students/parents sign an agreement at the

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beginning of the school year stating they will be financially responsible if their child (student) were to create a situation like that which required police presence and interrupted student instruction.

- Mrs. Moschella, Parent, thanked the Board for all of their efforts with the pandemic and bringing all the students back. She inquired about Health and Sexual Education curriculum and asked exactly what would be taught, who would be teaching it, when it will be taught and how it will be taught. Mrs. Moschella also inquired about the use of plexiglass in the classrooms and demanded the plexiglass be removed from her child(ren)'s desk(s) immediately. She also referenced the mask mandate and mentioned that she has instructed her child(ren) to take off their mask(s) whenever they feel the need and to have her child(ren) instruct those who have an issue with it to contact her directly.
- Mr. Lahage, Parent, expressed concerns with the cars not adhering to school bus lights and stop arm signs while buses are stopped to pick up his children.
- Mr. Loughran thanked Ms. Flynn, Mr. Foster and the Board for their service. He referenced the recent 50-year reunion and honoring Dr. White. He referenced Mr. Demarest, the first Head Football Coach and Athletic Director of the Holmdel Township School District and mentioned that perhaps the new Board would be able to honor Mr. Demarest in some way since he was also an integral part of Holmdel's origins.
- Mrs. Collins, Parent, thanked Mr. Foster and Ms. Flynn for their services. She then spoke about the unlawful mask mandates and stated that parents need to pave the way for their children by teaching them not to live in fear or fear each other and we (as parents) should never have complied with the mask mandate.
- Mrs. Conti, Parent, spoke about the mask mandate and plexiglass and inquired as to why the Board President is not wearing a mask or have plexiglass. Ms. Flynn responded accordingly and stated that the Board has been on the forefront of these issues and has invited (called and written) the Governor several times to come and visit our schools to see what improvements have been put in place to mitigate the spread of Covid. The District is complying with the Governor's mask mandate and keeping the plexiglass in place is an Administrative decision, which is continuously being reevaluated.
- Mrs. Moschella, Parent, asked follow-up questions regarding the mask mandate and asked what would happen if the kids just don't comply. Ms. Flynn responded that there are a lot of people advocating on behalf of the school districts and students being unmasked. The Boards of Education have been put in a terrible position regarding the mandates because they have absolutely no control over a lot of it. The comments that have been made should be made in Trenton but unfortunately, Trenton is not listening to these arguments.
- Mrs. O'Connor, Parent, referenced what Middletown has done with how they are dealing with quarantine protocols and guidelines and believes what they are doing is a common-sense approach. Ms. Flynn responded accordingly and stated that the Board is gathering information and data regarding this matter.
- Mr. Way, Parent, congratulated Ms. Flynn and Mr. Foster. He referenced issues with the vaccine mandate, expressed concerns with the mask mandates, and stated the only way out of this is mask noncompliance. Parents should be making these decisions for their children, not the government.

Once public comments ended, Mr. Wall thanked everyone who voted for him and for those who didn't, he thanked them for voting.

Ms. Flynn thanked the Board members for all of their hard work. She shared a personal story from her childhood and asked the Board to remain focused on special education matters. The pandemic has been

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detrimental to all children but please focus on continuing to meet the special education needs of our students. Ms. Flynn thanked the administrators, principals, support staff and said that Mr. Petrizzo and his team have been tremendous. She stated the Board members have a tight kinship, are friends (more like family) and she will always cherish the relationships established by being on the Board.

O. Executive Session (if required) - None

P. Adjournment

Board President Flynn called for a motion to adjourn the meeting. Mr. Sockol motioned, Mrs. Briamonte seconded and by a unanimous voice vote, the meeting adjourned at 9:44 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary

THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:



THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
 - 1. Mask Wearing Protocol – See Appendix C;
 - 2. Transportation Protocol – See Appendix G

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present. Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health- related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in- person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board



THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Appendices C and G are attached.

Adopted: XX Month 20XX



Appendices

The Road Forward

Insert: *Holmdel Township*
Board of Education

Note:

As of August 10, 2021, the only mandatory requirements are included in Appendix C – Mask Wearing Protocol and Appendix G – Transportation Protocols. The school district should anticipate potential updates to The Road Forward Guidance as additional guidance becomes available.



THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

Appendix C – Mask Wearing Protocol

As of August 9, 2021, according to Executive Order 251, masks will be broadly required in school buildings for the coming school year. Exceptions will remain unchanged from the 2020-2021 school year and include:

- When doing so would inhibit the individual’s health, such as when the individual is exposed to extreme heat indoors;
 - When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
 - When a student’s documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face covering;
 - When the individual is under two (2) years of age;
 - When an individual is engaged in an activity that cannot be performed while wearing a mask, such as eating and drinking or playing an instrument that would be obstructed by the face covering;
 - When the individual is engaged in high-intensity aerobic or anaerobic activity;
 - When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals;
- When engaged in outside recess;
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Appendix G – Transportation Protocol

Per order of the CDC, passengers and drivers must wear masks on school buses, included on buses operated by public or private school systems, subject to the exclusions and exemptions in the Order. All students and staff will wear masks on school buses unless there is an exemption, such as extreme heat. Windows will be open for air circulation as needed. There may come a time during the 2021-2022 school year when mask wearing becomes optional. This may occur if the Department of Health notices lower community transmission, if the Governor revokes the Executive Order, and/or if the school district notices low positive cases within the schools. There is some uncertainty regarding these scenarios, but all stakeholders will be informed if masks become optional.



2425 EMERGENCY VIRTUAL OR REMOTE
INSTRUCTION PROGRAM

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy,



and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).



3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.



POLICY

HOLMDEL TOWNSHIP BOARD OF EDUCATION

Program

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EMERGENCY VIRUTAL OR REMOTE INSTRUCTION PROGRAM

2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted: XX Month 20XX



Holmdel Township School District

Emergency Virtual or Remote Instruction Plan 2021-2022

Revised November 30, 2021

Holmdel School District Plan

Disclaimer: Please be advised our reopening plan is a living document subject to revision/modification upon NJDOE review and as circumstances of the COVID -19 Pandemic evolves.

For ongoing information about NJDOE reopening plans, please see their FAQ website at:
<https://www.nj.gov/education/reopening/faqs/index.shtm>

Emergency Virtual or Remote Instruction Plan

In April 2020, Governor Murphy signed A-3904 into law (P.L.2020, c.27, or “Chapter 27”), which in part requires each school district to annually submit a proposed program for emergency virtual or remote instruction (Plan) to the New Jersey Department of Education (Department). This law provides for the continuity of instruction in the event of a public health-related district closure by permitting school districts to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.

The Department of Education has issued “Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2021-2022 School Year (SY),” which includes a checklist identifying components that must be included in an LEA’s Plan.

Checklist for Emergency Virtual or Remote Instruction Plan

The Holmdel Township School District Emergency Virtual or Remote Instruction Plan accounts for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices.

Access to Technology and the Internet

1. All staff have been issued district laptop devices, and all students have at least one Chromebook device, many have two. Additionally, replacement devices are provided when needed. District-Wide Technology Survey results identified students in need of internet access and hot spots were purchased and deployed in preparation for staff/student potential internet access issues.
2. Student access to platforms, such as ZOOM, Google Suite, Google Classroom, Reading A-Z, Newsela, Gizmos, IXL, Discovery Education, LinkIt, EnvisionsMath, MysteryScience, eSpark, Studies Weekly, and WorldBook, etc. track student log-ins, learning progress and other collection measures including the submission of assignments and virtual attendance.
3. Our technology department continues to support families and troubleshoot any technology issues. Our technology Help Desk helps families with any issues *just in time* while also supporting our teaching staff.
4. Parents are also given the option to pick-up work as needed due to technology concerns and/or academic changes. This also helps individuals such as a newly classified student.
5. Alternate lessons will be created for students whose parents have expressed concerns regarding the amount of screen time. Plans with a more guided approach by the parent with hard copy versions of tasks to print out are completed by the student.

Meal Services

The Holmdel Township School District Emergency Virtual or Remote Instruction Plan addresses the impact of virtual or remote instruction on the school lunch program.

The Holmdel Township School District has developed a plan with our Food Service provider, Chartwells, to arrange for students to receive their free lunch during these COVID times.

We have also set up plans to prepare and have students pick up free lunches if there is a need to go virtual and have remote instruction. Families will be contacted by the Business Office to explain the services being provided.

The Holmdel High School will act as a centralized location for Chartwells to prepare and organize the student's meals. Students/families pick up these prepared meals at a time determined by the district

Chartwells Food Service Emergency School Closing Plan For Continued Meal Service

Preparing Meals

If a school closing is isolated, meaning not every school served by Chartwells:

1. Chartwells serves over 100 districts in New Jersey and operates over 300 kitchens
2. Chartwells's normal supply lines would be more than sufficient to continue production
3. Chartwells could, with permission, switch meal production and offerings to a neighboring community and an emergency vended meal agreement could be implemented

If school closings are widespread, involving 50% to 100% of New Jersey districts:

1. With access to the District's kitchens, we will be able to prepare meals. Menus will be modified to be Grab-and-Go.
 - a. This may also allow for distribution of more than 1 day's meal
 - b. Depending on how widespread school closures are in New Jersey, or through the country, this could affect availability.

Meal Distribution

Schools closing would be meant to avoid large gatherings and concentrations of people in crowds that could increase the number of people exposed to the COVID-19 Virus

1. Meals will be distributed at the Holmdel High School over an extended period of time
 - a. A "Kiosk" type service could be set up by the High School cafeteria back door entrance, for students to pick up a grab-and-go meals.

Kitchen Safety/ Food Safety

Chartwells's staff completes a review course on proper food handling techniques and avoiding the spread of illness. The training is in line with the ServSafe standards. Every district has at least one certified ServSafe Food Manager.

Kitchen cleanliness and sanitizing continues to take place daily.

Tracking of Meals

Chartwells tracks meals internally through production records.

Instructional Day

The Holmdel Township School District Emergency Virtual or Remote Instruction Plan contains the required length of a virtual or remote instruction day.

The Holmdel Township School District Emergency Virtual or Remote Instruction Plan includes equitable access to instruction for all students.

1. Every teacher in grades Pre-K-12 employs his/her own ZOOM/ Google Meet conferencing and Google Classroom to communicate with students about instruction.
2. Through the use of these platforms, students can demonstrate their learning through words, pictures, and videos. A daily schedule is posted each morning and includes a literary activity, art project, outdoor recommendations, and individual student work based on the classroom theme. Individual student resources include related services, LDTC consultation, and the use of Rethink. Live classes will be conducted through ZOOM, and Google Meet in the PreK Google Classroom site.
3. Special Education Teachers and Classroom Aides are co-teachers in Google Classrooms and can modify and differentiate instruction for students and work with them in small groups and individually as needed.
4. All students have access to a device to access learning at home, provided by the District, inclusive of a “hot spot” for internet access as needed.
5. Work packets will be sent home with every student in the event of internet or power outage.

The Holmdel Township School District Emergency Virtual or Remote Instruction Plan ensures that all students, with their varied and age-appropriate needs, are addressed through the plan.

Online platforms being utilized were chosen and employed to account for the age and needs of students. Familiar platforms utilized prior to virtual learning continue to be utilized such ZOOM, Google Suite, Google Classroom, Reading A-Z, EPIC, Newsela, Gizmos, IXL, Brainpop, Discovery Education, LinkIt, EnvisionsMath, MysteryScience, eSpark, Souday, Fountas and Pinnell, AimsWeb, Studies Weekly, and WorldBook, etc.

Google Meet and ZOOM are both being utilized for small group instruction at the primary level.

The Holmdel Township School District Emergency Virtual or Remote Instruction Plan demonstrates a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms.

Instructional Time

Pre-K

- Daily schedule posted Monday-Friday and will include Google Classroom (ZOOM) for staff greeting and students' demonstration of work
- Daily student schedule includes Related Arts
- Morning Meeting "live" through ZOOM or Google Meet
- Small-group "live" lessons through ZOOM or Google Meet in ELA and Mathematics
- Attendance will be taken daily

Grades K-6

- ZOOM or Google Meet platform for small group instruction and class meetings
- RAZ kids or EPIC books and animations for students
- Principal's Messages
- Teacher live lessons
- Attendance taken daily
- Related Arts Weekly via ZOOM or Google Meet

Grades 7-12

- See High School and Satz schedules later in this document.

Assignments and Independent Work

Pre-K

Students in preschool use ZOOM or Google Meet as the primary means of daily communication. Theme-based learning guides are included in instructional planning. In addition to the material provided by the classroom teacher, the following is provided on a daily basis: additional links to theme based songs, poems, and art activities.

K-6

Students at the primary level use a variety of platforms for independent work; these vary by subject area and purpose. They are utilized for review of skills or assessment of standards and reinforcement of skills. Platforms include: ZOOM, Google Suite, Google Classroom, Reading A-Z, EPIC, Newsela, Brainpop, Gizmos, IXL, Discovery Education, LinkIt, EnvisionsMath, MysteryScience, eSpark, Souday, Fountas and Pinnell, AimsWeb, Studies Weekly, and WorldBook, etc.

7-12

Continue using software noted under K-6, and add titles such as: EdPuzzle, PearDeck, FlipGrid, Padlet, specific coding, math, and science software titles, etc.

Measures of Student Learning

Pre-K -8

**ELA and Math Resources for Benchmarking, and Data for Student Improvement
Include, but not limited to:**

Solution	Grade Levels	Focus	Teaching Staff
Sondays (Winsor OG)	K-2	Phonics (multisensory)	General Ed. Special Ed.
LLI (Fountas Pinnell)	K-2	Reading Proficiency	BSI - Small Group Literacy Intervention
AimsWeb (Pearson)	K-2	Reading for Comprehension Progress Monitoring (Dyslexia Testing)	General Ed. Benchmarking (Universal Screener)
TC/RW Running Record	K-6	Decoding, Fluency, Comprehension	General Ed
LinkIt	K-8	Reading for Comprehension Benchmarking 3-5	General Ed (Universal Screener)

7-12

While StartStrong and NJSLs will provide summative assessment data, our district also uses LinkIt and a variety of other resources_ to measure student learning.

Addressing Special Education Needs

The Holmdel Township School District Remote or Virtual Instructional Plan addresses the provision of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms.

- Instruction will be delivered through Google Classroom and Zoom.
- Optional individualized instructional packets prepared by the Special Education Teacher in self-contained classrooms in addition to Google Classroom and Zoom when applicable.
- Students will still continue to be provided Accommodations/Modifications per their IEPs to the greatest extent possible.
- Lessons will be differentiated to provide support (extended time, teacher assistant support,) via the Google Classroom platform and Zoom.
- Teacher assistants and inclusion teachers in content specific classes are available in order to modify assignments and support as needed.
- Teachers will continue to utilize PowerSchool, email, Class Dojo, or other acceptable means of communication to keep parents/guardians informed of student progress/concerns.
- The Director of Special Services and Supervisor of Special Education will meet with all Special Education Teachers and Related Service providers throughout this process and will maintain communication with all members of the Special Education Department.

*** The Holmdel Township School District Remote or Virtual Instructional Plan addresses methods to document IEP implementation including the tracking of services, student progress as well as provision of accommodations and modifications.**

- Contact is logged in the Log Contact Log section of IEP Direct as a source of documentation/tracking.
- All emails are saved in Gmail as a source of documentation/tracking.
- Case Managers and Related Service Providers will continue to log SEMI Medicaid Services for all eligible meetings and sessions.
- Case Managers will continue to regularly keep teachers, counselors and administrators updated on student progress, concerns, etc.

*** The Holmdel Township School District Remote or Virtual Instructional Plan describes how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible.**

- Case Managers email parents/guardians of students on their caseload regularly to disseminate new information and remind them to reach out with any questions.
- Case Managers will send an email to the parents/guardians of students to whom Counseling services are provided to remind them of their counseling, which is available via phone or video conference. Parents/Guardians are regularly contacted by Case Managers in response to any concerns from a teacher, Counselor or Administrator.
- Case Managers will continue to utilize Google Classroom check-ins, communication with teachers, and those who are counselors are providing additional grief/anxiety counseling as needed.
- Case Managers will continue to regularly keep teachers, counselors and administrators updated on any parental/guardian concerns and/or home environment/health situations.
- Case Managers will continue to communicate with OOD students' schools to ensure that their IEPs are being met to the greatest extent possible.
- Community, County and State resources and support opportunities will continue to be regularly disseminated through the Department of Special Services email blasts and website.

*** The Holmdel Township School District Remote or Virtual Instruction Plan ensures Related Services are provided according to IEPs to the greatest extent possible.**

- Related Service Providers such as SLP's, Behaviorist, and Physical and Occupational Therapists, will continue to use their Google websites and may be reached by parents via email.
- Related Services will be provided through a combination of the Google Classroom Platform, Zoom, other tele-conferencing platforms and individualized provider made packets and Google Websites
- Counseling will be provided electronically and/or through teleconferencing platforms (Google, Doxy, Zoom or comparable).
- Students will access Related Services through a combination of practice with general strategies and individual consultation with students or parents through email communication, specific to IEP goals and objectives.
- Related Services Therapy sessions may be conducted through virtual therapy sessions should schools be closed for an extended period of time.
- Upon re-opening of the school, all students' instructional plans shall be reviewed and, if needed, determinations of compensatory instruction will be determined.

*** The Holmdel Township School District Remote or Virtual Instructional Plan addresses procedures for virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities.**

- Annual reviews of IEP's based on their calendar due dates will take place virtually.
- Initial Planning Meetings will take place virtually and appropriate plans will be developed to the greatest extent possible with school closure.
- Re-evaluation planning meetings will be held virtually with parent consenting to 90-day waiver.
- Re-evaluation meetings in process may be changed to Annual Review meetings with IEP with parent/guardian consent or 90-day waiver consent to be provided.
- Staff will continue to participate in IEP meetings with parents/guardians via Google Meet, Zoom, or phone conference.
- Staff will continue to use IEP Direct for the development of IEPs

Addressing ELL and Bilingual Needs Plan Component 3

*** The Holmdel Township School District Remote or Virtual Instructional Plan includes ESL and bilingual education to meet the needs of English Language Learners (ELLs)**

ELS teacher will continue to work with ELL students including

- Additional times scheduled into the weekly elementary schedule below, and also supplemental assignments in support of learning English in Title III After School Programs.

*** The Holmdel Township School District Remote or Virtual Instructional Plan contains how the district communicates with ELL families, including translated materials and directions**

Communication the resources built into the Elem. Schedule included below, and:

- Email
- Phone calls
- Google Classroom
- Weekly emails sent in English and translated when needed.
- Use of translator as needed

*** The Holmdel Township School District Remote or Virtual Instructional Plan addresses alternate methods of instruction, differentiation, access to technology and strategies to troubleshoot ELL access challenges**

Methods of instruction, differentiation, access to technology, and strategies to assist and augment ELL access to curriculum includes:

- Online platforms in Spanish (Envisions Math, Raz-Kids)
- Using "Translate" tool in Google Docs for responses
- Using Google Translate

Differentiated/Modified (student specific) Reading and Writing

Instruction/Assignments posted daily and feedback offered through teacher/student conferencing

Rationale

The Holmdel Township School District Remote or Virtual Instructional Plan outlines procedures in the event of a public health-related school closure. Continuity of learning is the continuation of education in the event of a prolonged school closure. It is a critical component of school emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal school attendance.

However, many considerations play a role in the development of distance learning programs, such as accessibility, type and quality of materials, and the length of time that this type of learning must be maintained.

Specifically, the planned services of this plan include at a minimum:

1. Equitable access to instruction for all students
2. The provision of appropriate special education and related services for students with disabilities and,
3. The provision of school nutrition benefits or services for eligible students.

Goals

The Holmdel Township School District has developed this following plan to ensure the continuity of instruction should circumstances require schools to be closed by the New Jersey Department of Health or local health officer.

1. Ensure the continuity of instruction if and when a pandemic negatively impacts the district's ability to maintain daily operations.
2. Continue to provide students with authentic, meaningful, and comprehensive learning experiences.
3. Mitigate or completely eliminate possible exposure to and spread of pandemic influenza among students, parents, guardians, employees, and community members.
4. Ensure compliance with all state and local statutes and regulations.

Prerequisites for eLearning

Foundational components essential for the facilitation of distance learning and or eLearning have been put in place within the Holmdel Township School District. These include:

1. Continued and successful integration of Google Suite for Education and Google Classroom that provide all students anywhere, anytime access to curriculum-aligned resources, assignments, and applications to create content. This includes Google accounts for all Pre-K-12 students.
2. Ensuring that both students and staff have ongoing access to content-specific resources which can be accessed via various Google Suite for Education Suite tools.
3. Continued training (as needed) for students in the use of online resources.
4. Ensuring all students have access to Internet-connected devices at home, including the provision of such devices to students who do not presently have access, as well as the provision of District owned "Hot-Spots" to those families who do not have Internet access.
5. Training for parents, as needed, on how to assist students in accessing eLearning resources.
6. All teachers have a District-issued laptop, equipped with a webcam to support interaction with students in addition to their own document cameras. Software can be installed or purchased for the express purpose of using the device as a digital whiteboard with screen recording capabilities.
7. Assignments and requisite materials are posted to Google Classroom. In addition, all class resources including but not limited to videos, audio files, documents, presentations, notes, activities, and assessments are made available online.
8. Leveraging the features of Google Suite for Education and Google Classroom, teachers have the ability to provide electronic feedback in the form of comments, rubrics, and grades, and additionally teachers and students are able to communicate with each other directly.

Plan for Remote or Virtual Teaching and Learning

Due to the unpredictable nature of pandemic influenza and its potential to have a significant impact on the district and the surrounding community, the ability to remain open with teachers reporting to school may not be a viable option. **Regardless of whether schools remain open and staffed or are forced to close, students and teachers will continue to follow the school calendar as well as the bell and rotating schedules found on our website**

In the event that the closure impacts internet access teachers will distribute “pencil and paper” tasks for students to bring home and have ready to support learning. Materials will include a “pacing chart” that students can follow in the event that they cannot communicate with teachers.

- b. Teachers and students will follow a schedule (see below) that exceeds the minimum four-hour school day.
- c. Online eLearning sessions will be facilitated via Google Meet with Google Classroom, as a repository for all resources, assignments, etc. Students in grades (7-12) confirming attendance by “e-commenting” on the objective for that session.
- d. Students will complete tasks either independently or within a shared Google Classroom session, depending on the subject area, grade level, and specific tool teachers are using.
- e. Staff will use ZOOM or Google Meet to facilitate synchronous student learning.
- f. Upon return to school, students will be responsible for the content and skills covered during the school closure.
- g. Principals and Directors will monitor assignments, classwork, and streamed sessions to ensure compliance and continuity of instruction and to provide assistance to teachers. Gaggle implemented in all grades allows for further monitoring of student activity.
- h. Staff will continue to post grades to PowerSchool, which includes guardian access to the Parent Portal.
- i. Physical education teachers will provide guidance on the types of activities that students may complete. For example, the teacher may lead a yoga activity or pre-record a video demonstrating a workout routine. Students will record their activities via a Google Form. Students will note the type of physical activity they completed, and the time they started and stopped exercising. Health classes will follow the same delivery procedures outlined in this document.

Regular Bell Schedules

HIGH SCHOOL	Full Day	HIGH SCHOOL
Block:	Time:	36 Crawfords Corner Road
1	7:21-8:16	Holmdel New Jersey 07733
2	8:20-9:15	
3	9:19-10:14	732-946-1832
Unit Lunch	10:18-11:13	School Hours: 7:21 a.m. - 2:10 p.m.
4	11:17-12:12	
5	12:16-1:11	
6	1:15-2:10	
W.R. SATZ	Full Day	W.R. SATZ
Block	Time:	24 Crawfords Corner Road
1	8:15 - 9:08	Holmdel, New Jersey 07733-0407
2	9:12 - 10:05	
3	10:09 - 11:12	732-946-1808
Unit Lunch	11:17 - 11:52	School Hours: 8:15 a.m. - 2:44 p.m.
4	11:57 - 12:50	
5	12:54 - 1:47	
6	1:51 - 2:44	
INDIAN HILL	Full Day	INDIAN HILL
Period:	Time:	735 Holmdel Road
HR/1	8:55-9:45	Holmdel, New Jersey 07733-0407
2	9:46-10:34	
3	10:35-11:23	732-946-1045
4	11:24-12:12	School Hours: 8:55 a.m. - 3:35 p.m.
5	12:14-1:02	
6	1:04-1:52	
7	1:53-2:41	
8	2:42-3:30	
CPT/HR	3:30-3:35	
VILLAGE	Full Day	VILLAGE
Period:	Time:	67 McCampbell Road
1	8:55-9:45	Holmdel, New Jersey 07733-0407
2	9:45-10:35	
3	10:35-11:25	732-946-1820
4	11:25-12:15	School Hours: 8:55 a.m. - 3:35 p.m.
5	12:15-1:05	

6	1:05-1:55		
7	1:55-2:45		
8	2:45-3:35		

Virtual or Remote Schedule – Grades K - 6

HYBRID SCHEDULE	
PERIOD 1	9:05-9:46
PERIOD 2	9:48-10:21
PERIOD 3	10:23-10:56
PERIOD 4	10:59-11:32
PERIOD 5	11:35-12:08
PERIOD 6	12:10-12:43
PERIOD 7	12:45-1:25

Students Receiving Special Education and/or Related Services

The Holmdel Township School District will continue to provide instruction for students receiving special education and related services. Services may differ for individual students, however the list below outlines the methods in which student shall be provided Special Education and Related Services:

1. The Director of Special Services will meet with all Special Education Teachers and Related Service providers throughout this process and will maintain communication with all members of the Special Education Department.
2. Individual instructional packets prepared by the Special Education Teacher.
3. Instruction will be delivered through Google Classroom (where applicable).
4. Access to software including, but not limited to ZOOM, *Google Suite*, *Google Classroom*, *Reading A-Z*, *Newsela*, *Gizmos*, *IXL*, *Discovery Education*, *LinkIt*, *EnvisionsMath*, *MysteryScience*, *eSpark*, *Studies Weekly*, and *WorldBook*, *Khan Academy*, *Kami*, and predetermined sites identified by Therapists and Special Education Teachers.
5. Students will access related services through a combination of practice with general strategies and individual consultation with students or parents through weekly email communication, specific to IEP goals and objectives.
6. If school closures extend for longer periods of time, Speech Therapy sessions may be conducted through virtual therapy sessions.
7. Upon re-opening of the school, all students' instructional plans shall be reviewed and, if needed, determinations of compensatory instruction will be determined.
8. The Holmdel Township School District currently has numerous students' receiving instruction in approved private schools. The Director of Special Services is in communication with these schools specific to their school health-related closure plans.

English Language Learners and Tier III Students

English Language Learners and students receiving Tier III services will continue to receive supplemental instruction through online platforms such as Reading A-Z [ELL version], Envisions Mat, Teacher-created Instructional Packets/Resources and Google Classroom through the services of our Intervention Specialist.

Equitable Access to Instruction for All Students

All students in the Holmdel Township School District have access to a device for school use at home.

Professional Development

Staff will continue to prepare lessons to maintain the continuity of instruction during their grade-level and departmental planning time and use Faculty and Curriculum meeting time. Principals will use their Team Leader meetings to disseminate information regarding expectations for teaching and learning in the event of school closing due to a public health-related closure. In addition, a delayed opening for students may be utilized for faculty and staff to enable our staff to have additional, dedicated time to collaborate and prepare the necessary instructional resources aligned to our Remote or Virtual Instructional Plan.

Commencement of Flexible Teaching and Learning Plan

For the first day of school closure, the district may utilize an inclement weather/snow day for students and a remote professional development day for faculty, if needed. In the event that an inclement weather day is necessary, on the second closing day we will implement our remote or virtual instructional plan until the reopening of school.

Attendance

Student Absences: Parents will continue to report absences as outlined in their current school practices.

Faculty/Staff Absences: Staff will continue to follow procedures outlined in the Staff Handbook utilizing the Frontline Absence Management platform.

Essential Personnel

In the event of a school closure, the following non-teaching personnel are deemed essential and required to perform specific duties.

In developing and updating our emergency preparedness plan, the District considered their own unique and particular circumstances to determine which personnel would be considered essential and need to perform some duties during a closure.

The chief school administrator, to oversee and coordinate operations; the school business administrator, to maintain business office operations; Holmdel staff needed in the preparation or delivery of food; and custodial and maintenance staff including the Director of Buildings and Grounds, to provide access to district facilities, and to clean and sanitize buildings as needed.

Teachers will begin the virtual school day with an announcement, they will communicate with staff, parents and students and emphasize the importance of teaching and learning expectations to the faculty/staff and students. Principals may also add Principal's messages to these routine announcements.

The Assistant Superintendent for Curriculum and Instruction will monitor lessons, offer “on the spot” professional development and order equipment and resources as needed.

The Director of Special Services will facilitate virtual CST meetings, communicate with Special Education and Related Services Staff and ensure that the needs of our Special Education students are fully addressed.

The Director of Technology will be on-site to monitor the Tech Support link for Faculty and Staff and the Parent Tech Help Desk and to troubleshoot any technology issues.

Administrative Assistants will support Administration remotely or on-site as determined by need and circumstance.

Disclaimer

No Health-related School Closure Plan can include or anticipate every issue, challenge or circumstance that may arise; therefore, the plan remains a fluid, working document that will be modified to address the Districts’ need.

The information in this *Remote or Virtual Instructional Plan* is subject to change. The District understands that changes in NJ Administrative Code will supersede, modify or eliminate the information summarized in this plan.

This *Remote or Virtual Instructional Plan* and any information, policies and, procedures, to which it refers may be modified, altered, or discontinued at any time by the District at the discretion of the Board of Education and/or Superintendent of Schools.



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
SCHEDULE B JOB DESCRIPTION:
Robotics Club Advisor SATZ**

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience and knowledge of robotics and the rules of competition and is able to teach students to build and program robots.
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal, Technology Supervisor, and/or designee.

JOB GOAL: To supervise and establish a WR Satz Robotics club. This club will allow students to work together to set goals for themselves and explore their interests in robotics in an informal setting while also competing at various robotic events.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Communicates with the student body and encourages participation/recruits in/for the Robotics Club.
 - b. Advisors will plan and schedule a regular program of meetings and activities for the club.
 - d. Oversees and accounts for any financial dealings of the students including the intake of money from fund-raisers, the deposit of money into the Student Activities Fund, the preparation of checks, and the making of arrangements for contractual services.
 - e. Advisors are expected to be present at all meetings and activities held by the club.

2. Student Management

- a. Provides supervision of all students involved in the Robotics Club activities; oversees penalties for violation of such standards as stipulated by the Robotics Club guidelines, any competition guidelines, Board policy and school procedures as well as school guidelines for service credit.
 - b. Maintains necessary club roster, attendance forms, and similar paperwork and provides information to the principal as requested.
3. Professional Development
- a. Participates in continuous study and research and/or attends relevant conferences and workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
4. School and Community Relations
- a. Encourages students to extend their service and effort to the community.
 - b. Cooperates and shares professionally with other members of the staff.
 - c. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.
 - d. Promotes awareness of the Robotics Club activities through reports to the principal and other relevant audiences as well as by other communications activities.
5. Other Assigned Duties
- a. Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: December 15, 2021

HOLMDEL TOWNSHIP BOARD OF EDUCATION
TRANSFER REQUEST

Regular Business Meeting
December 15, 2021
Motion #35
T-22-01

Originated by: Jessica DeWysockie

Date: 12/15/2021

From Account Number	Description	AMOUNT	To Account Number	Description	AMOUNT
Capital Reserve	Capital Reserve	<u>1,500,000.00</u>	12-000-401-450-00-03-00-00-030	Capital Outlay-Construction Svcs.	<u>1,500,000.00</u>
		<u>\$ 1,500,000.00</u>			<u>\$ 1,500,000.00</u>

Capital Reserve funds required for Multipurpose Turf Field.