
**Holland Township Board of Education
Milford, NJ 08848**

**Regular Board Meeting and
Budget Hearing for the 2010/11 School Budget**

Agenda

March 31, 2010

7:00 P.M.

A. Call to Order

B. Pledge of Allegiance

C. Welcome

Welcome to a meeting of the Board of Education of the Township of Holland. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act (Chapter 231 Laws of 1975); and that advance notice as required therein has been provided. This is a regular meeting of the Board of Education of the Township of Holland at which formal action may be taken. The public will have an opportunity to be heard as indicated on the Agenda, at points in the meeting provided for the public to address the Board.

D. Roll Call

Friend____ McDowall____ Moebus____ Nalesnik____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

Executive Session

MOTION: Enter Executive Session

WHEREAS the "Open Public Meetings Act" (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would clearly in danger of unwarranted invasion; be it

RESOLVED that the Board of Education of the Township of Holland now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following:

- Pupil Personnel

And be it further RESOLVED that the discussion in Executive Session be disclosed in the minutes to be released at the next regular meeting of the Board, provided the Board's consideration of the subject matter has been closed, or that such matters that adversely affect the rights of prospective, current, or past public officers or personnel of the board, such individuals have in writing requested the disclosure of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

Friend____ McDowall____ Moebus____ Nalesnik ____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

MOTION: Enter Public Session

Friend____ McDowall____ Moebus____ Nalesnik ____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

E. Correspondence/Presentations

Presentation of Honor Roll Certificates

BUDGET HEARING: Presentation and Approval Enc. 2010-2011 Budget

Budget Resolution 1 of 2

ENC: Budget Docs

BE IT RESOLVED to approve the 2010-2011 Holland Township School District Budget for submission to the voters as follows:

WHEREAS the 2010-2011 Budget Expenditures are as follows:

General Fund

General Fund Current Expense	\$9,686,324
General Fund Interest Earned Capital Res	\$ 600
Facilities: SDA Assessment of Funds	\$ 18,855
TOTAL OPERATING GENERAL FUND:	\$9,705,779

Special Revenue Grants Fund:

TOTAL SPECIAL REVENUE:	\$ 170,052
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Debt Service Fund:

Interest on Bond:	\$ 22,695
Principal:	\$ 265,000
TOTAL DEBT SERVICE:	\$ 287,695

TOTAL: \$10,163,526

WHEREAS the 2010-2011 Budget is supported by the following Revenue:

Budgeted Fund Balance Gen:	\$ 110,444
Regular Interest:	\$ 10,000
Rental Income:	\$ 5,000
Interest on Capital Reserve	\$ 600
State of New Jersey Aid:	\$1,432,736 <i>(Less \$18,855 SDA Assessment)</i>
General Fund Tax Levy:	\$8,146,999
Debt Service Tax Levy:	\$ 287,694
Budget Fund Bal Debt Svc:	\$ 1
Special Revenue (Grants)	\$ 170,052
TOTAL:	\$10,163,526

FURTHER RESOLVED to accept the New Jersey State Aide for the 2010-2011 school budget in the following amounts by category:

Special Education Aid	\$97,860
Equalization Aid	\$1,334,876
TOTAL:	\$1,432,736
Less SDA Assessment of Funds	(\$18,855)
GRAND TOTAL:	\$1,413,881

RESOLVED that there should be raised for General Funds **\$8,146,999** in taxes for the ensuing school year, 2010-2011, as represented as the ballot question in the School Election April 20, 2010.

WHEREAS, the Holland Township School District has proposed programs and services in addition to the Core Curriculum Content Standards adopted by the State Board of Education and information on this budget and the programs and services it provides is available from the school district business office;

WHEREAS, the Debt Service includes budgeted fund balance in the amount of \$1(one dollar) to offset the tax levy. The \$1 (one dollar) reflects the final of the excess surplus from the original building project (2001), as per the June 30, 2009 audit.

Friend____ McDowall____ Moebus____ Nalesnik ____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

Budget Resolution 2 of 2

BE IT RESOLVED that the Holland Township Board of Education approves the following resolution:

WHEREAS pursuant to the provisions of N.J.A.C. 6A:23A-7.3 (b) the Holland Township Board of Education shall establish, in the annual school budget, a maximum expenditure account that may be allotted for such travel and expense reimbursement for the 2010-2011 school year;

BE IT RESOLVED, that the Holland Township Board of Education hereby establishes the school district maximum within the 2010-2011 tentative budget at the sum of \$65,000; and

BE IT FURTHER RESOLVED, that included in this amount is a maximum regular business travel amount of \$1,500 per employee; and

BE IT FURTHER RESOLVED, that the Holland Township Board of Education established a maximum school district travel amount of \$65,000 for the 2009-2010 budget and \$10,832 has been approved to be expended as of February 2010; and

NOW THEREFORE BE IT RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amounts are not exceeded.

Friend____ McDowall____ Moebus____ Nalesnik ____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

F. Approval of Minutes of Previous Meetings

February 18, 2010 Budget Work Session and Executive Session
March 2, 2010 Regular Board Meeting and Executive Session
March 18, 2010 Special Board Meeting and Executive Sessions 1 & 2

Friend____ McDowall____ Moebus____ Nalesnik ____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

G. Comments: Board President/Board Members

H. Comments: Superintendent

I. Comments: Principal

J. Comments: Public – Agenda Items Only

Superintendent Action Items

K. Education

1. Adopt School Calendar 2010-2011 K-1
RESOLVED that the Holland Township Board of Education adopts the 2010-2011 school calendar.
2. Approve 2010-2011 Professional Development Plan K-2
RESOLVED that the Holland Township Board of Education approves the 2010-2011 Professional Development Plan. Plan will be submitted to county board for final approval by April 15, 2010.
3. Approve Tournament of Champions Transportation
RESOLVED that the Holland Township Board of Education approves the transportation for the Tournament of Champions on May 19, 2010 at a cost of \$278.84.
4. Child Assault Prevention (CAP) Application
RESOLVED that the Holland Township Board of Education approves submitting the Child Assault Prevention grant application.

Friend____ McDowall____ Moebus____ Nalesnik ____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

L. Personnel

1. Approve Staff Attendance at Conferences/Workshops L-1
RESOLVED that the Holland Township Board of Education approves staff attendance at conferences.
2. Approve Staff Summaries of Approved Conferences/Workshops L-2
RESOLVED that the Holland Township Board of Education accepts the staff summary sheets for BOE approved workshops.
3. Approve Unpaid Sick Day
RESOLVED that the Holland Township Board of Education approves a ½ unpaid sick day for Amy Bashford on February 22, 2010.
FURTHER RESOLVED that the following payroll check for Amy Bashford will be deducted for her ½ unpaid sick day on February 22, 2010.

4. Approve Unpaid Sick Days

RESOLVED that the Holland Township Board of Education approves unpaid sick days for Ellen Grady on March 8 and 15, 2010.

FURTHER RESOLVED that the following payroll check for Ellen Grady will be deducted for her unpaid sick days on March 8 and 15, 2010.

5. Approve Unpaid Custodian Sick Days

RESOLVED the Holland Township Board of Education approves unpaid custodian sick days for Deborah Olah on March 8 and 9, 2010.

FURTHER RESOLVED that the following payroll check for Deborah Olah will be deducted for her unpaid custodian sick days on March 8 and 9, 2010.

6. Approve Request for Unpaid Days

L-3

RESOLVED that the Holland Township Board of Education approves Lauren Broderick's request for unpaid days on June 23, 24, and 25, 2010 for her honeymoon.

FURTHER RESOLVED that the following payroll check for Lauren Broderick will be deducted for her unpaid days on June 23, 24, and 25, 2010.

7. Approve Elizabeth Vocke's Movement on Salary Guide

L-4

RESOLVED that the Holland Township Board of Education approves Elizabeth Vocke's movement on the Salary Guide effective February 1, 2010 to Step 3, BA+30 \$47,094.

8. Approve Mentor

RESOLVED that the Holland Township Board of Education approves the following staff member as mentor for the 2009-2010 school year:

Mentor	Provisional Teacher	Stipend (Prorated for the balance of the 2009-2010 school year)
Sandra Ozgar	Irene Fennell	\$550

9. Approve New Jersey Family Leave Insurance Benefits Request

L-5

RESOLVED that the Holland Township Board of Education approves Darren Roger's New Jersey Family Leave Insurance Benefits request of thirty days from on or about March 19, 2010 through April 22, 2010. The first five days would be sick days covered under NJ Medical Leave Insurance with the remaining twenty-five days received under NJFLIB.

10. Approve Substitute Secretary/Aide/Library Clerk L-6
RESOLVED that the Holland Township Board of Education approves Leanne Chippendale as a substitute teacher/secretary/aide/library clerk.

11. Approve Substitute Teacher/Aide/Library Clerk L-7
RESOLVED that the Holland Township Board of Education approves Jena Hopp as a substitute teacher/aide/library clerk.

12. Approve Substitute Teacher L-8
RESOLVED that the Holland Township Board of Education approves Jill Aimino as a substitute teacher.

13. Approve 7th Grade Social Studies Family Leave Teacher L-9
RESOLVED that the Holland Township Board of Education approves Stephen Schaible as the 7th Grade Social Studies Family Leave teacher beginning on or about April 2, 2010.

14. Approve Tournament of Champions Aides
RESOLVED that the Holland Township Board of Education approves the following aides to accompany students as per IEPs to Tournament of Champions practice two times per week from April 1, 2010 to May 14, 2010 for 50 minutes each session.

Sylvia Donaldson	Student # 98 and #103	\$20.18/hr
Eileen Bertolotti	Student # 94 and #91	\$21.65/hr
Debbie Flood	Student # 93	\$20.92/hr
Heather Sorge	Student # 96	\$19.44/hr
Sharon Gaffney	Student #89 and #73	\$19.44/hr

15. Approve ESY Personnel
RESOLVED that the Holland Township Board of Education approves the following personnel to work the Special Education Extended School Year (ESY). The program will be from July 6 – July 30, 2010 for 4 hours per day. Payment is according to contract. (Subject to adjustment after settlement of contract.)

ESY	Preschool Disabled Teacher	Renee Dech	\$60.42/hr
ESY	Preschool Disabled Teacher	Donna Widmer	\$46.75/hr
ESY	Preschool Disabled Aides	Lori Riker	\$19.44/hr
	1:1 Personal aide/classroom aide	Heather Sorge	\$19.44/hr

Student # 111

ESY Primary Teacher/LLD	Marissa Rebimbas \$40.77/hr
ESY Primary Aide 1:1 Student #96	Stephanie Wargin \$19.44/hr
ESY Primary Aide 1:1 Student #94	Eileen Bertolotti \$21.65/hr
ESY Primary Aide 1:1 Student #100	Shelli Deckert \$19.44/hr
ESY Primary Teacher/Autism	Gia Wood \$ 40.77/hr
ESY Primary Aide 1:1 Student #93	Debbie Flood \$20.92/hr
ESY Primary Aide 1:1 Student #98	Sylvia Donaldson \$20.18/hr
ESY Middle School Teacher	Joan Lies \$44.86/hr
ESY Speech Therapist	Carol Stow \$48.47/hr
ESY Nurse	Debbie Miers \$50.83/hr
ESY Substitutes	
Teachers: \$ 40.77/hr	Denise Carney
Aides: \$19.44/hr	Jill Boethig
Speech Substitutes:	Bob DelSordo
	Alyce Farina
	Rose Branosky

16. Approve Substitute Teacher/Aide

L-10

RESOLVED that the Holland Township Board of Education approves Dena Lee as a substitute teacher/aide.

17. Approve Substitute Teacher

L-11

RESOLVED that the Holland Township Board of Education approves Teresa Langston as a substitute teacher.

Friend____ McDowall____ Moebus____ Nalesnik ____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

M. Policy

1. Approve Abolishing Old Holland Township School District's Policy Book
RESOLVED that the Holland Township Board of Education approves abolishing the old Holland Township School District's Policy Book.
2. Approve Second Reading of New Holland Township School District's Policy Book
RESOLVED that the Holland Township Board of Education approves the second reading of the new Holland Township School District's Policy Book.
3. Approve First Reading of Policy 3431.3 M-1
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 3431.3 (New Jersey's Family Leave Insurance Program).
4. Approve First Reading of Policy 4431.3 M-2
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 4431.3 (New Jersey's Family Leave Insurance Program).
5. Approve First Reading of Bylaw 0177 M-3
RESOLVED that the Holland Township Board of Education approves the first reading of Bylaw 0177 (Professional Services).
6. Approve First Reading of Policy 5338 M-4
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 5338 (Diabetes Management).
7. Approve First Reading of Regulation R5338 M-5
RESOLVED that the Holland Township Board of Education approves the first reading of Regulation R5338 (Diabetes Management).
8. Approve First Reading of Policy 1620 M-6
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 1620 (Administrative Employment Contracts).
9. Approve First Reading of Bylaw 0174 M-7
RESOLVED that the Holland Township Board of Education approves the first reading of Bylaw 0174 (Legal Services).
10. Approve First Reading of Bylaw 0142.1 M-8

RESOLVED that the Holland Township Board of Education approves the first reading of Bylaw 0142.1 (Nepotism).

11. Approve First Reading of Policy 5533 M-9
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 5533 (Pupil Smoking).
12. Approve First Reading of Regulation R5533 M-10
RESOLVED that the Holland Township Board of Education approves the first reading of Regulation R5533 (Pupil Smoking).
13. Approve First Reading of Policy 7434 M-11
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 7434 (Smoking on School Grounds).
14. Approve First Reading of Policy 9700 M-12
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 9700 (Special Interest Groups).
15. Approve First Reading of Policy 8461 M-13
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 8461 (Reporting Violence, Vandalism, Alcohol, and other Drug Abuse).

Friend____ McDowall____ Moebus____ Nalesnik____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

N. Finance & Facilities

1. Approve Transfer of Funds for the 2009-2010 School Budget N-1
RESOLVED that the Holland Township Board of Education approves the report of line item transfers within the 2009-2010 school budget, pursuant to Policy # 3160.

2. Approve Transfer of March 2010 Funds: Unemployment Trust Account
 RESOLVED that the Holland Township Board of Education approves the March monthly transfer of \$22,000 from the General Fund to the Unemployment Trust Fund to avail funds for the State of New Jersey Unemployment obligations.
3. Approve Payment of the Payroll Check Register for Feb. 26, 2010 N-2
 WHEREAS the Board Secretary has presented a payroll check register for February 26, 2010 in the amount of \$317,318.97.
 With the recommendation that it be paid; Now therefore be it
 RESOLVED, that the following bills be paid and an itemized list be filed with the minutes of this meeting.

<u>Fund Expense</u>	<u>Bill List Amount</u>
(10) General Fund	\$ 312,588.33
(20) Special Revenue Fund	\$ 4730.64
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$ 317,318.97

4. Accept Monthly Financial Report N-3
 RESOLVED that the Holland Township Board of Education accepts the monthly financial reports of the Board Secretary, Form A148, and the Treasurer, Form A149 for the month ending **February 28, 2010**;
 WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of **February 28, 2010**; and
 WHEREAS these reports show the following balances on **February 28, 2010**

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$1,006,068.23	\$1,006,068.23
(10) Capital Reserve	\$ 459,702.10	\$ 459,702.10
(20) Special Revenue Fund	\$-134,457.25	\$-134,457.25
(30) Capital Projects Fund	\$.33	\$.33
(40) Debt Service Fund	\$ 55,543.03	\$ 55,543.03
TOTAL	\$1,386,856.44	\$1,386,856.44

And, WHEREAS in compliance with N.J.A.C. 6:20-2A.10(d), the Secretary has certified that, as of the date in the report(s) no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education; NOW, THEREFORE BE IT

RESOLVED that the Holland Township Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting; and be it

FURTHER RESOLVED in compliance with N.J.A.C. 6:20-2A.10(e), the Holland Township Board of Education certifies that after review of the Secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account for fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

5. Approve Payment of the Bill List for March 31, 2010

N-4

WHEREAS the Board Secretary has presented a bill list register for March 31, 2010 in the amount of \$740,373.79.

With the recommendation that it be paid; Now therefore be it

RESOLVED, that the following bills be paid and an itemized list be filed with the minutes of this meeting.

<u>Fund Expense</u>	<u>Bill List Amount</u>
(10) General Fund	\$ 674,476.95
(20) Special Revenue Fund	\$ 65,896.84
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$740,373.79

6. Milford Lions Club

RESOLVED that the Holland Township Board of Education retroactively approves waiver of use of building fee for the Milford Lions Club's Annual Pancake Breakfast on Sunday, March 28, 2010.

7. Rescind Parent-Paid Tuition Contract

RESOLVED that the Holland Township Board of Education rescinds the Preschool Parent-Paid Tuition Contract between the Holland Township Board of Education and parents Mr. and Mrs. Leach effective March 4, 2010 for the 2009-2010 school year.

8. Approve Reduced Tuition Rate for Integrated Preschool Program

RESOLVED that the Holland Township Board of Education approves a reduced rate of tuition at \$2,000 for the Integrated Preschool Program based on eligible families categorized as "reduced lunch rates" through the Child Nutrition Bureau for the 2009-2010 school year.

9. Authorize Faridy, Veisz, Fraytak School Architects

RESOLVED that the Holland Township Board of Education authorizes Faridy, Veisz, and Fraytak, school architects to devise and draw plans for the capital project of building the handicap ramp at the lower level of the school building.

Friend____ McDowall____ Moebus____ Nalesnik ____ Scott____ Somers____
 Soucie____ Geissler____ Scheibener____

O. Communications Committee

P. Board Goals/Timelines

Review current Board goals
Review Board's timelines

Q. Supplementary Matters

R. Comments: Public – General

S. Executive Session

MOTION: Enter Executive Session

WHEREAS the "Open Public Meetings Act" (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would clearly in danger of unwarranted invasion; be it

RESOLVED that the Board of Education of the Township of Holland now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following:

- o Personnel
- o Negotiations

And be it further RESOLVED that the discussion in Executive Session be disclosed in the minutes to be released at the next regular meeting of the Board, provided the Board's consideration of the subject matter has been closed, or that such matters that adversely affect the rights of prospective, current, or past public officers or personnel of the board, such individuals have in writing requested the disclosure of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

Friend____ McDowall____ Moebus____ Nalesnik____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

MOTION: Enter Public Session

Friend____ McDowall____ Moebus____ Nalesnik ____ Scott____ Somers____
Soucie____ Geissler____ Scheibener____

T. Adjournment