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

**Regular Board Meeting
Agenda
November 23, 2010
7:30 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

McDowall____ Moebus____ Schneider ____ Scott ____ Somers____

Soucie____ Vandenburg____ Geissler____ Scheibener____

E. Correspondence/Presentations

1. Audit Presentation by William Colantano, Jr.

F. Approval of Minutes of Previous Meetings

October 21, 2010 ROD Grant Meeting: Special Meeting

October 26, 2010 Regular BOE Meeting and Executive Session

McDowall____Moebus____Schneider____Scott____Somers____
Soucie____Vandenburg____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. Approve Trip to Paris and London

RESOLVED that the Holland Township Board of Education approves the trip to Paris and London proposed by Mrs. Pam LaFevre. The conditions for this class trip will be the same as the previous trip. There will be no monies expended by the Holland Township Board of Education.

2. Approve the Administrative/Board Timelines

RESOLVED that the Holland Township Board of Education approve the Administrative/Board Timelines.

3. Approve the ELS/ESL Plan

RESOLVED that the Holland Township Board of Education approve the ELS/ESL Plan.

4. Accept the First Energy Grant

RESOLVED that the Holland Township Board of Education accept the First Energy Grant in the amount of \$500.00 for the Elementary Enrichment Program. The grant will be used to purchase materials to support the 4th grade Enrichment program.

McDowall____Moebus____Schneider____Scott____Somers____

Soucie____Vandenburg____ 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 School Photographer Resignation
RESOLVED that the Holland Township Board of Education accepts the resignation of Christine Heimsch as School Photographer.
4. Approve School Photographer Position
RESOLVED that the Holland Township Board of Education approves Joyce Criss as School Photographer at a stipend of \$598.00 - prorated for the balance of the 2010/2011 school year.
5. Approve Special Education Bus Aide
RESOLVED that the Holland Township Board of Education approves Louis DelRosso as a special education bus aide for student #92 retroactive from October 26, 2010 until the end of the current school year. His duties include riding the PM bus from 3:15 until the end of the bus run which is approximately 50 minutes five days per week at a rate of \$19.44 per hour (Step 1 of 2009-2010 Salary Guide).
6. Approve Substitute Teacher L-3
RESOLVED that the Holland Township Board of Education approves Susan B. Petti as a substitute teacher.
7. Approve Substitute Teacher L-4
RESOLVED that the Holland Township Board of Education approves Amanda Welsh as a substitute teacher.
8. Approve Substitute Nurse L-5

RESOLVED that the Holland Township Board of Education approves Sharon Cocchiola as a substitute nurse.

9. Approve NJ Family Leave Act Request

RESOLVED that the Holland Township Board of Education approves Joyce Criss' request for NJ Family Leave during the upcoming months of the 2010-2011 school year.

10. Approve Maternity Leave/Federal Family Medical Leave Act

RESOLVED that the Holland Township Board of Education approves Gia Wood's maternity leave request for on or about February 15, 2010 through September 6, 2011. Six weeks will be covered under the New Jersey Family Leave Insurance Program and the remaining days under the NJ Family Leave Act.

11. Approve Substitute Custodian

L-6

RESOLVED that the Holland Township Board of Education approves George Jeffreys as substitute custodian pending criminal history approval.

12. Approve Appointment of Health and PE Maternity Leave Position

RESOLVED that the Holland Township Board of Education appoint Alan Schedlbauer to fill the Health and PE maternity leave position from December 1, 2010 to April 1, 2011. Mr. Schedlbauer will be paid as per Board Policy 3125 as follows:

Regular per diem substitute rate \$80.00, as determined annually the first ten consecutive school days and effective on the eleventh consecutive day in the same position, the rate shall be paid 1.3 times the regular per diem substitute rate, and shall be retroactive to the first day.

On the 31st consecutive school day in the position the per diem amount will be 1/200th of step one of the teachers' salary guide (\$220.26).

13. Approve Transfer of Elementary School Physical Education Teacher to Middle School Physical Education Teacher

RESOLVED that the Holland Township Board of Education approves the transfer of Eileen Brown from elementary school Physical Education teacher to middle school Physical Education teacher from December 1, 2010 to April 1, 2011. Mrs.

Brown will return to the elementary Physical Education position on or about April 1, 2011.

McDowall____Moebus____Schneider____Scott____Somers____

Soucie____Vandenburg____ Geissler____ Scheibener____

M. Policy

1. Approve Policy #2431.4 M-1
 RESOLVED that the Holland Township Board of Education approves Policy #2431.4 Concussion Testing Return to Play

McDowall____Moebus____Schneider____Scott____Somers____

Soucie____Vandenburg____ Geissler____ Scheibener____

N. Finance & Facilities

1. Approve Transfer of Funds for the 2010-2011 School Budget N-1
 RESOLVED that the Holland Township Board of Education approves the report of line item transfers within the 2010/11 school budget, pursuant to Policy # 3160.

2. Accept Monthly Financial Report N-2
 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 **September 2010**;
 WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of **September 2010**; and
 WHEREAS these reports show the following balances on **September 30, 2010**:

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$1,785,109.85	\$1,785,109.85
(10) Capital Reserve	\$ 445,242.99	\$ 445,242.99

(20) Special Revenue Fund	- \$7881.30	- \$7881.30
(30) Capital Projects Fund	\$ 0	\$ 0
(40) Debt Service Fund	\$ 1.36	\$ 1.36
TOTAL	\$2,222,472.90	\$2,222,472.90

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.

3. Approve Transfer of Funds for the 2010-2011 School Budget N-3

RESOLVED that the Holland Township Board of Education approves the report of line item transfers within the 2010/11 school budget, pursuant to Policy # 3160.

4. Accept Monthly Financial Report N-4

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 **October 2010**;

WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of **October, 2010**; and

WHEREAS these reports show the following balances on **October 31, 2010**:

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$1,131,422.55	\$1,131,422.55
(10) Capital Reserve	\$ 445,384.51	\$ 445,384.51
(20) Special Revenue Fund	-\$ 30,588.04	-\$ 30,588.04
(30) Capital Projects Fund	\$ 0	\$ 0
(40) Debt Service Fund	\$ 1.36	\$ 1.36
TOTAL	\$1,546,220.38	\$1,546,220.38

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 Payroll Bill List

N-5

WHEREAS the Board Secretary has presented a payroll check register for October 29, 2010 in the amount of \$300,592.60.

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	\$ 297,819.95
(20) Special Revenue Fund	\$ 2772.65
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$ 300,592.60

6. Approve Payment of the Payroll Bill List

N-6

WHEREAS the Board Secretary has presented a payroll check register for November 23, 2010 in the amount of \$609,653.29.

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	\$ 580,507.92
(20) Special Revenue Fund	\$ 17,797.87
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 11,347.50
TOTAL	\$ 609,653.29

7. Accept the Annual CAFR/Financial Audit

N-7

RESOLVED that the Holland Township Board of Education accepts the annual CAFR/Financial Audit for the fiscal year ended June 30, 2010, as prepared by the firm of William M. Colantano, Jr., and, acknowledge that there are no recommendations for fiscal year end June 30, 2010;

And, FURTHER RESOLVED the district adopts and approves the following corrective action plan statement that “no Corrective Action Plan is required.”

8. Accept School Bus Emergency Evacuation Drill Statement (as stipulated by 6A:27-11.2)

RESOLVED that the Holland Township Board of Education accepts the following statement for the School Bus Emergency Evacuation Drill as per 6A:27-11.2; WHEREAS, On Wednesday, October 26, 2010 the Holland Township School principal Nancy Yard oversaw the school bus emergency evacuation drill for all bus routes. The drill was held at approximately 8:20 AM for the elementary school students and at approximately 9:05 AM for the middle school students in the front of the school in the bus unloading area.

9. School Facility Project: DOE STATE #2220-060-10-1004: Authorizing Grant

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

WHEREAS, the New Jersey Department of Education has determined that State Project #2220-060-10-1004, Masonry, stone coping, soffits, and lintel upgrades; Upgrades to improve drainage; Replace existing slate roof; New hot water heater system at kitchen; New water softener system for two building domestic water services; Repairs to cupola/bell tower; New security system for a total project cost of \$675,800, qualifies as a school facilities project eligible for State support of funds under the Regular Operating District Grant pursuant to Section 5 of the Educational Facilities Construction and Financing Act, P.L. 2000, c.72 and the New Jersey Department of Education implementing regulations at N.J.A.C 6A:26-1 et. Seq., and amended;

WHEREAS, the New Jersey Department of Education has approved the Final Eligible Costs for this project to be 28.72255% and State share will be equal to 100% of that percentage, except that it will not be less than 40% of final eligible costs;

THEREFORE, the Holland Township Board of Education accepts the Final Eligible Costs as follows:

TOTAL Final Eligible Costs:	\$675,800
<i>State Share</i> of Final Eligible Costs:	\$270,320
<i>Local Share</i> of Final Eligible Costs:	\$405,480

And agrees to fund the local share through available capital reserve funds and will fund any excess costs;

THEREFORE BE IT RESOLVED, that the Holland Township Board of Education approves, "Authorizing Execution and Delivery of the Grant Agreement," Section

15, in the amount of \$270,320, for the DOE Project# 2220-060-10-1004, SDA Project #2220-060-10-G0HZ, Grant # G5-4277.

10. School Facility Project: DOE STATE #2220-060-10-1004: Delegation of Authority

RESOLVED that the Holland Township Board of Education approves the “Delegation of Authority to Abigail J. Postma, School Business Administrator, for Supervision of the School Facilities Project #2220-060-10-1004,” SDA Project #2220-060-10-G0HZ, Grant #G5-4277; Project Description: Masonry, stone coping, soffits, and lintel upgrades; Upgrades to improve drainage; Replace existing slate roof; New hot water heater system at kitchen; New water softener system for two building domestic water services; Repairs to cupola/bell tower; New security system.

11. Architect of Record Approval

RESOLVED that the Holland Township Board of Education approves Chapin Architectural Services, P.A., 17 Main Street, Netcong, NJ as the Architect of Record for the Holland Township School District from November 23, 2010 through June 30, 2011;

FURTHER RESOLVED, the Holland Township Board of Education accepts the contractual hourly rates as described below for the 2010/11 school year:

Principal	\$160/hour
Architect	\$125/hour
Field Inspector	\$123/hour* Average Rate
Design Draftsman/Project Manager	\$115/hour
CAD Technician	\$95/hour
Clerical	\$75/hour

12. Architect of Record for DOE Project #2220-060-10-1004

RESOLVED that the Holland Township Board of Education approves Chapin Architectural Services, Architect of Record, to provide architectural services for the design and construction phase for DOE Project #2220-060-10-1004, *Description:* Masonry, stone coping, soffits, and lintel upgrades; Upgrades to improve drainage; Replace existing slate roof; New hot water heater system at kitchen; New water softener system for two building domestic water services; Repairs to cupola/bell tower; New security system projects at a total design/architectural cost not to exceed \$45,700.

13. Accept Donation to Drama Club

RESOLVED that the Holland Township Board of Education accept a donation to the Drama Club in the amount of \$500.00 from Mrs. Gail Rader.

14. Approve 30 Day Waiver of Residency

RESOLVED that the Holland Township Board of Education approve a request from Mr. and Mrs. Rybansky for a 30 day waiver of residency requirement retroactive to November 1, 2010.

15. Approve Additional 30 Day Waiver of Residency

RESOLVED that the Holland Township Board of Education approve a request from Mr. and Mrs. Rybansky for an additional 30 day waiver of tuition from December 1, 2010 to December 30, 2010. Mr. and Mrs. Rybanski have experienced additional delays in construction.

16. Approve Parent Paid Tuition Contract for the 2010-11 School Year: Regular PS

RESOLVED that the Holland Township Board of Education approves the following parent paid tuition contract and accept the following student for the 2010-2011 school year, prorated to November 1, 2010:

Parent: M/M Ni, Regular Preschool Tuition Parent Paid \$2,000, pro-rated beginning November 1, 2010.

McDowall___ Moebus___ Schneider___ Scott___ Somers___

Soucie___ Vandenburg___ Geissler___ Scheibener___

O. Communications Committee

P. Supplementary Matters

Q. Comments: Public – General

R. 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:

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.

McDowall___Moebus___Schneider___Scott___Somers___

Soucie___Vandenburg___Geissler___Scheibener___

MOTION: Enter Public Session

McDowall___Moebus___Schneider___Scott___Somers___

Soucie___Vandenburg___Geissler___Scheibener___

S. Adjournment