

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

Regular Board Meeting

Agenda

November 22, 2011

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. 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: Negotiations, Student Personnel and Litigation.

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____

F. Correspondence/Presentations

G. Approval of Minutes of Previous Meetings

October 18, 2011 Regular and Executive Meetings

McDowall____Moebus____Schneider____Scott____Somers____

Soucie____Vandenburg____Geissler____Scheibener____

H. Comments: Board President/Board Members

I. Comments: Superintendent

1. Bullying Investigations Report

J. Comments: Principal

1. NJASK Report

K. Comments: Public – Agenda Items Only

Superintendent Action Items

L. Education

1. Approve the Acceptance of Atlases from the Telecordia Pioneers Chapter 99
RESOLVED that the Holland Township Board of Education accepts a donation of eighty (80) atlases from Telecordia Pioneers Chapter 99 in Piscataway, NJ to be distributed to the fourth grade classrooms to be utilized year to year.
2. Approve Donation of Bird Houses
RESOLVED that the Holland Township Board of Education approves the acceptance of a donation of two bird houses by Harry Carr to be placed in the Discovery Garden.
3. Approve Acceptance of Donation of Tickets to Liberty Science Center
RESOLVED that the Holland Township Board of Education approves the acceptance of a donation of tickets to Liberty Science Center to be applied as a class trip for Mrs. Jill Conti's 4th grade class during the 2011-2012 school year.
4. Approve the Acceptance of Thomas Edison Challenge Award
RESOLVED that the Holland Township Board of Education approve the acceptance of a first place award in the amount of \$500, received by G&T class at the Thomas Edison Invention Challenge at NJIT in Newark, NJ on March 26, 2011 and which is to utilized in the ACE classroom.
5. Approve 2011-2012 Class/Field Trips
RESOLVED that the Holland Township Board of Education approves the following class/field trips:
 - 8th Grade – Museum of Tolerance, New York, NY – February 2012
 - 4th Grade (Mrs. Conti's class) – Liberty Science Center NJ
6. Approve 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 Tuesday, October 25, 2011 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.
7. Approve Acceptance of S.E.E.D. Grant

RESOLVED that the Holland Township Board of Education approves the acceptance of a grant in the amount of \$604 from Source of Excellence in Educational Development (S.E.E.D.) Foundation to be utilized for the membership into Technology Student Association which includes student and advisory fees and for after-school meetings under the guidance of Mrs. Christine McWilliams.

8. Approve Professional Development Contract

Approve a contract with Innovative Designs for Education to provide nine (9) days of professional development services onsite to provide staff with training in Project Based Learning in the amount of \$14,310.

McDowall____Moebus____Schneider____Scott____Somers____

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M. Personnel

1. Approve Staff Attendance at Conferences/Workshops (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves staff attendance at conferences.
2. Approve Staff Summaries Conferences/Workshops (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education accepts the staff summary sheets for BOE approved workshops.
3. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Christine Matthews as a substitute secretary, library clerk and cafeteria aide for the 2011-2012 school year.
4. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Beth Ann Ruby as a substitute secretary, teacher aide, library clerk and cafeteria aide for the 2011-2012 school year.

5. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Eric Teets as a substitute custodian for the 2011-2012 school year.
6. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Dave Giantisco as a substitute teacher, teacher aide, library clerk and cafeteria aide for the 2011-2012 school year.
7. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Casey Clark as a substitute teacher for the 2011-2012 school year.
8. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Amy Kucharski as a substitute teacher for the 2011-2012 school year.
9. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Dyana Maglione as a substitute teacher, secretary, teacher aide and library clerk for the 2011-2012 school year.
10. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Lisa Gossett as a substitute teacher, teacher aide and library clerk for the 2011-2012 school year.
11. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Anna Lacaillade as a substitute teacher, secretary, teacher aide, cafeteria aide and library clerk for the 2011-2012 school year.
12. Accept Resignation
RESOLVED that the Holland Township Board of Education accept the resignation of Ms. Heather Bazarnicki as of January 17, 2012.
13. Approve Long Term Sub for 6th Grade LAL Teacher

RESOLVED that the Holland Township Board of Education approve Melanie Martin as Long Term Sub for 6th Grade LAL Teacher retroactive to November 17, 2011 until March 1, 2012.

14. Rescind Classroom Aide Contract

RESOLVED that the Holland Township Board of Education rescind the Classroom Aide Contract of Shelli Deckert effective December 1, 2011.

15. Approve Replacement for Kindergarten Teacher

RESOLVED that the Holland Township Board of Education approve Shelli Deckert as replacement kindergarten teacher through June 30, 2012. Shelli shall be placed on Step BA1 of the salary guide beginning December 1, 2011.

16. Approve Additional Pay for Acting Administrative Assistant to Superintendent

RESOLVED that the Holland Township Board of Education approve additional payment of \$22.50 per day for Carmelina Delasey for serving as Acting Administrative Assistant to the Superintendent from September 8 to October 21, 2011 (32 days). The total amount to be paid is \$720.00.

McDowall____Moebus____Schneider____Scott____Somers____

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N. Policy

1. Approve First Reading of Policy 2431.4

(see Bd. File Portal)

RESOLVED that the Holland Township Board of Education approves the first reading of Policy 2431.2 (Prevention and Treatment of Concussions and Head Injuries).

McDowall____Moebus____Schneider____Scott____Somers____

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O. Finance & Facilities

1. Approve Transfer of Funds for the 2011-2012 School Budget

N-1

RESOLVED that the Holland Township Board of Education approves the report of line item transfers within the 2011-2012 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 2011 ;

WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of September 2011; and

WHEREAS these reports show the following balances on September 2011

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$1,913,394.30	\$1,913,394.30
(10) Capital Reserve	\$ 150,395.35	\$ 150,395.35
(20) Special Revenue Fund	\$ -5,545.30	\$ -5,545.30
(30) Capital Projects Fund	\$ 38,457.84	\$ 38,457.84
(40) Debt Service Fund	\$.36	\$.36
TOTAL	\$ 2,096,702.55	\$ 2,096,702.55

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 Payment of the Oct. 14 and Oct.31 Payroll Bill List

N-3

WHEREAS the Board Secretary has presented a check register for October 14 and October 31, in the amount of \$585,742.58.

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	\$ 580,155.44
(20) Special Revenue Fund	\$ 5,587.14
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$585,742.58

4. Approve Payment of the Bill List

N-4

WHEREAS the Board Secretary has presented a check register for November 22, 2011 in the amount of \$679,701.35.

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	\$ 479,886.87
(20) Special Revenue Fund	\$ 20,425.95
(30) Capital Projects Fund	\$ 173,672.28
(40) Debt Service Fund	\$ 5,716.25
TOTAL	\$ 679,701.35

5. Accept the Annual CAFR/Financial Audit

N-5

RESOLVED that the Holland Township Board of Education accepts the annual CAFR/Financial Audit for the fiscal year ended June 30, 2011, as prepared by the firm of William M. Colantano, Jr., and, acknowledge that there are no recommendations for fiscal year end June 30, 2011;

And, FURTHER RESOLVED the district adopts and approves the following corrective action plan statement that "*No Corrective Action Plan is required.*"

6. Accept Additional Education Jobs Act Aid for 2011/12

RESOLVED that the Holland Township Board of Education accepts the additional \$1,999 in Education Jobs Act Funds for the 2011/12 school year.

7. Final Bus Routes 2011/2012 School Year

(see Bd. File Portal)

RESOLVED that the Holland Township Board of Education approves the revised 2011-2012 bus routes H1A/B, H2A/B, H3A/B, H4A/B, H5A/B, H6A/B, H7A/B for the 2011/12 school year;

WHEREAS, adjustments for stops and routes were based on load balancing and storm related damage with detours.

8. Rental House Roof Maintenance Repairs

RESOLVED that the Holland Township Board of Education approves the purchase of the Rental House Roof Maintenance Repairs with Strober-Wright Roofing Inc;

WHEREAS requests for quotations were sent to Strober-Wright Roofing, Inc., Safeway Construction, and J. Strober and Sons on October 7, 2011;

WHEREAS a sole quotation of roof maintenance services from Strober-Wright Roofing Inc was received by the District and reviewed and approved by the District Architect for accurate pricing;

FURTHER RESOLVED, the Holland Township Board of Education approves the purchase of the following:

Base Contract for House Roof Flashing Repair: \$9,800

Alternate No. 1 Low Roof Step Flashing Replacements: \$4,400

Total: \$14,200

9. Capital Projects Change Order EL-02: Various Rehabilitation Capital Projects High Point Electric

N-6

RESOLVED that the Holland Township Board of Education approves the Various Rehabilitation Capital Projects Change Order for Electrical Contractor, High Point Electric, Change Order EL-02 for purpose of revising the date of Substantial

Completion from October 31, 2011 to November 18, 2011 as part of the Various Capital Rehabilitation Project DOE #2220-060-10-1004/SDA Grant G5-4277.

10. Capital Projects Change Order GC-04: Various Rehabilitation Capital Projects Hahr Construction N-7

RESOLVED that the Holland Township Board of Education approves the Various Rehabilitation Capital Projects Change Order for General Contractor, Hahr Construction, Change Order GC-04 for purpose of revising the date of Substantial Completion from October 31, 2011 to November 18, 2011 as part of the Various Capital Rehabilitation Project DOE #2220-060-10-1004/SDA Grant G5-4277.

10. Approve District Participation in the NJ Sustainable Schools Project

Whereas, the Holland Township School District seeks to participate in the 3-year NJ Sustainable Schools Research Project that proposes to determine if sustainability is the answer to academic and financial success of NJ Schools;

Whereas the Holland Township School District is a participant of the Alliance for Competitive Energy Services program (ACES);

Whereas, the district commits to providing a team to attend the yearly 4-day Green Schools Leadership (GSLI) summer program. It will send a new team every year of the three year program;

Whereas, the district commits that the teams will produce a Green Strategic Plan, Mission Statement, Action Steps/Lesson Plans and Resources that will be posted online at the GLSI web site;

Whereas, the district commits that each team will implement the Green Strategic Plan during the school year and provide online interim reports regarding the status of the implementation;

Whereas, the district agrees that all teams will participate in the green online professional learning community;

Whereas, the district commits the participation of a School Board member in the GSLI, and their involvement in the three-year process;

Whereas, the district commits district team participation throughout the 3-year grant period;

Whereas, the district commits that a 5 Member Team Superintendent, School Board Member, Educational Facilities Manager, Principal, Teachers (5 members attend the GSLI summer program) will participate in the GSLI Institute;

Whereas, the district commits to provide district/school data before, during, and after the project;

Therefore, be it resolved that Holland Township School District agrees to participate in and adhere to the guidelines of the three-year Sustainable Schools Research Project beginning with the 2011-2012 school year. Continued participation in the three-year Sustainable Schools Research Project will be subject to annual approval by the board of education.

McDowall____Moebus____Schneider____Scott____Somers____

Soucie____Vandenburg____Geissler____Scheibener____

P. Communications Committee

Q. Supplementary Matters

R. Comments: Public – General

MOTION: Enter Public Session

McDowall____Moebus____Schneider____Scott____Somers____

Soucie____Vandenburg____Geissler____Scheibener____

S. Adjournment