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

MINUTES

***Regular Board Meeting
January 26, 2010
7:30 P.M.***

Board Members Present: John McDowall, William Moebus, Yvonne Scott, Joseph Somers,
William Soucie, John Geissler (8:36pm), Lorraine Scheibener
Tanya Nalesnik (at end of meeting as noted appointment to the BOE)

Board Members Absent: Thomas Friend

School Personnel Present: Mr. Emil Suarez, Superintendent; Abigail Postma, Brd.Sec/SBA, Nancy
Yard, Principal; Kathy Stannard, CST Director

Public: 5 Visitors

The meeting was called to order at 7:30 p.m. by Lorraine Scheibener, Board President, in accordance with the Open Public Meetings Act, NJSA 10:4-6, et seq.; followed by the flag salute. There was no other public present than as noted above

Correspondence/Presentations

The Board received a thank you note from the First Grade Teachers for the Staff Breakfast.

Approval of Minutes of Previous Meetings

MOTION by Mr. Moebus, seconded by Mr. Somers to approve the following:

December 15, 2009 Regular Board Meeting and Executive Session

January 6, 2010 Special Board Meeting

AYES: McDowall, Moebus, Scott, Somers, Scheibener

ABSTAIN: Soucie

MOTION PASSES

Approval of Addendum to the Agenda

MOTION by Mr. Moebus, seconded by Mr. Somers to approve the Addendum to the Agenda:

ADDENDUM:

N. Personnel

16. Approve Leave of Absence

N-11

RESOLVED that the Holland Township Board of Education approves Diane Snyder's leave of absence as a cafeteria aide from January 27, 2010 through the end of the 2009-2010 school year.

17. Approve Staff Member's Attendance at Meeting
RESOLVED that the Holland Township Board of Education approves Jason Kries' attendance at the Hunterdon County Technology Resource Council Meeting to be held at Hunterdon Central High School on February 2, 2010. No registration fee—only mileage.
18. Approve Unpaid Sick Day
RESOLVED that the Holland Township Board of Education approves a ½ unpaid sick day for Ellen Grady on January 21, 2010.
FURTHER RESOLVED that the following payroll check for Ellen Grady will be deducted for her ½ unpaid sick day on January 21, 2010.
19. Approve Emergent Hiring of Long-Term 8th Grade Mathematics Sub N-12
RESOLVED that the Holland Township Board of Education approves the emergent hiring of Syrilida Miller as an emergent long-term 8th Grade Mathematics substitute beginning February 1, 2010 and ending on or about March 26, 2010 at a per diem rate of \$243.70 per day based on Step 1 MA (\$48,740) of the 2009/2010 salary guide.

MOTION APPROVED UNANIMOUSLY

Comments: Board President/Board Members

- Board President Scheibener discussed the meeting held with Superintendents and Board Presidents in the regional districts. The meeting included discussions on budgets, state funding issues, articulation and community relations.
- Board President Scheibener announced that DVRHS will showcase the students on the local television channel.

Comments: Superintendent

- Mr. Suarez announced the current enrollment, reviewed the results of the informal Girl's Soccer feasibility study and cost analysis, discussed the technology plan and announced that volunteers are needed to sit on the technology committee,
- Mr. Suarez announced the HCSBA meeting on January 27th on the topic "Get Out the Vote."
- Mr. Suarez announced and congratulated the Spelling Bee winners: Matthew Lytle, Dylan Machado, and Patrick Cunningham. He also stated how Nancy Yard and several other staff members were part of the volleyball team defending their honor against the challenge of the sixth graders.
- Mr. Suarez read an email from a parent thanking the administration for the efforts in assisting the drop-off for students in the parking lot in the mornings.
- Educational Issues/Updates: Governor Christie's Education Subcommittee Report & A420 signed to law

Comments: Principal

- Mrs. Yard announced the service learning update and the student counsel earning \$200 to send to the Haiti relief.
- Mrs. Yard announced the 7th grade study of germs and how the students are studying the relations to real life diseases.
- Mrs. Yard reviewed the technology update for students and how a secure blog will be developed for regional school students to communicate with each other on educational topics.

- Mrs. Yard reviewed the upcoming tutorial on Success Maker.

Comments: Public – Agenda Items Only ~ None

Superintendent Action Items

Education

MOTION by Mr. McDowall, seconded by Mr. Moebus to approve the following action items, as recommended by the Superintendent;

1. Approve Outside Evaluations

RESOLVED that the Holland Township Board of Education approves Douglas Outreach to provide an Educational, Psychological, and Speech evaluation for student #73 at the rate of \$950.00 per assessment for a total of \$2,850.00.

2. Approve Functional Behavioral Assessment

RESOLVED that the Holland Township Board of Education approves Douglas Outreach to provide a Functional Behavioral Assessment for student #73 at the rate of \$2,700.00.

3. Approve Memorandum of Understanding (Race to the Top Grant Project)

RESOLVED that the Holland Township Board of Education approves the Memorandum of Understanding between Holland Township School and the State of New Jersey. The purpose of this agreement is to establish a framework of collaboration, as well as articulate specific roles and responsibilities in support of the State in its implementation of an approved Race to the Top grant project. (Copy available in the main office.)

4. Approve EF Educational Tour to Costa Rica

M-1

RESOLVED that the Holland Township Board of Education approves the trip to Costa Rica 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.

AYES: McDowall, Moebus, Scott, Somers, Soucie, Scheibener

MOTION PASSES

Personnel

MOTION by Mr. McDowall, seconded by Mr. Moebus to approve the following action items, as recommended by the Superintendent;

1. Approve Staff Attendance at Conferences/Workshops

N-1

RESOLVED that the Holland Township Board of Education approves staff attendance at conferences.

2. Approve Staff Summaries of Approved Conferences/Workshops

N-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 an unpaid sick day for the following staff member.

FURTHER RESOLVED that the following payroll check for this staff member will be deducted for her unpaid sick day:

Amy Bashford –December 14, 2009

4. Approve Unpaid Personal Business Days

RESOLVED that the Holland Township Board of Education approves four unpaid personal business days for the following staff member.

FURTHER RESOLVED that the following payroll check for this staff member will be deducted for her unpaid four personal business days:

Eileen Frerking – January 7,13,14,15, 2010

5. Approve Part-Time Classroom Aide

N-3

RESOLVED that the Holland Township Board of Education approves Jean Collaro as a special education part-time aide beginning January 27, 2010 until the end of the current school year. Her work hours will be 11:35-3:25 (3 hours and 50 minutes) five days per week at rate of \$19.44/hour (Step 1 of 2009-2010 Salary Guide).

6. Establish Job Title: Educational Technology Coordinator/Computer Teacher

RESOLVED that the Holland Township Board of Education approves establishing the following job title: Educational Technology Coordinator/Computer Teacher

7. Educational Technology Coordinator/Computer Teacher Job Description

N-4

RESOLVED that the Holland Township Board of Education approves the Educational Technology Coordinator/Computer Teacher job description ~ *revised to include "work cooperatively with professional, instructional and other staff."*

8. Accept Resignation of Eileen Frerking

N-5

RESOLVED that the Holland Township Board of Education accepts the resignation of Eileen Frerking effective March 8, 2010.

9. Eighth Grade Mathematics Teacher

N-6

RESOLVED that the Holland Township Board of Education approves Sarah Tainow as an eighth grade mathematics teacher effective on or about March 26, 2010 , at an annual prorated salary of \$54,860, which is Step 9 at the MA level of the 2009-2010 salary guide.

10. Approve Substitute Teacher

N-7

RESOLVED that the Holland Township Board of Education approves Caroline D. Kirk as a substitute teacher.

11. Approve Presenters for March 15, 2010 In-service

RESOLVED that the Holland Township Board of Education approves the following as presenters at the March 15, 2010 In-service:

Barbara Simoncelli – Guided Reading K-2 - \$600

Maureen Hayes – Guided Reading and 6 traits writing Grades 3-5 - \$600

Finesville Institute – Pre-K and K Phonemic Awareness and Positive Behavior Intervention - \$850

12. Approve Computer Club Director N-8
RESOLVED that the Holland Township Board of Education approves Jason Kries as the Computer Club Director at a prorated stipend of \$896.40.
13. Approve Middle School Social Studies Teacher N-9
RESOLVED that the Holland Township Board of Education approves Irene Fennell as a Middle School Social Studies Teacher effective February 1, 2010 at an annual prorated salary of \$46,594 which is Step 1, BA+30 of the 2009-2010 salary guide.
14. Advertise for Part-Time Aide
RESOLVED that the Holland Township Board of Education approves advertising for a part time aide from 8:05 am to 8:20 am to monitor student drop offs.
15. Approve Substitute Teacher/Secretary/Aide/Library Clerk N-10
RESOLVED that the Holland Township Board of Education approves Elisabeth Cole as a substitute teacher/secretary/aide/library clerk.
16. Approve Leave of Absence N-11
RESOLVED that the Holland Township Board of Education approves Diane Snyder's leave of absence as a cafeteria aide from January 27, 2010 through the end of the 2009-2010 school year.
17. Approve Staff Member's Attendance at Meeting
RESOLVED that the Holland Township Board of Education approves Jason Kries' attendance at the Hunterdon County Technology Resource Council Meeting to be held at Hunterdon Central High School on February 2, 2010. No registration fee—only mileage.
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FURTHER RESOLVED that the following payroll check for Ellen Grady will be deducted for her ½ unpaid sick day on January 21, 2010.
19. Approve Emergent Hiring of Long-Term 8th Grade Mathematics Sub N-12
RESOLVED that the Holland Township Board of Education approves the emergent hiring of Syrilda Miller as an emergent long-term 8th Grade Mathematics substitute beginning February 1, 2010 and ending on or about March 26, 2010 at a per diem rate of \$243.70 per day based on Step 1 MA (\$48,740) of the 2009/2010 salary guide.

AYES: McDowall, Moebus, Scott, Somers, Soucie, Scheibener (Abstain #5)

DISCUSSION: Mr. Somers discussed the issue of the technology coordinator to be responsible for ensuring the safety of the data and backup security and if this responsibility is delineated within the new job description. Mr. Suarez stated that the job description entails that responsibility.

MOTION PASSES

Policy

MOTION by Mr. McDowall, seconded by Mr. Moebus to approve the following action items, as recommended by the Superintendent;

1. Approve Second Reading of Policy 8760 O-1
RESOLVED that the Holland Township Board of Education approves the second reading of Policy 8760 (Pupil Accident Insurance).
2. Approve First Reading of Policy 3240 O-2
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 3240 (Professional Development).
3. Approve First Reading of Regulation 3240 O-3
RESOLVED that the Holland Township Board of Education approves the first reading of Regulation 3240 (Professional Development).
4. Approve First Reading of Policy 2423 O-4
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 2423 (Bilingual and ESL Education).
5. Approve First Reading of Regulation 2423 O-5
RESOLVED that the Holland Township Board of Education approves the first reading of Regulation 2423 (Bilingual and ESL Education).
6. Approve First Reading of Policy 2415.03 O-6
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 2415.03 (Highly Qualified Teachers).

AYES: McDowall, Moebus, Scott, Somers, Soucie, Scheibener

MOTION PASSES

Finance & Facilities

MOTION by Mrs. Scheibener, seconded by Mr. Somers to approve the following action items, as recommended by the Superintendent;

1. Approve Transfer of Funds for the 2009-2010 School Budget P-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 for November 2009.
2. Accept Monthly Financial Report P-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 **November 30, 2009**
WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of **November 2009**; and
WHEREAS these reports show the following balances on **November 30, 2009**

| <u>Fund</u> | <u>Board Secretary Cash Balance</u> | <u>Treasurer Cash Balance</u> |
|-----------------------------------|-------------------------------------|-------------------------------|
| (10) General Fund | \$1,678,573.87 | \$1,678,573.87 |
| (10) Capital Reserve | \$ 459,247.81 | \$ 459,247.81 |
| (20) Special Revenue Fund | \$ -60,813.25 | \$ -60,813.25 |
| (30) Capital Projects Fund | \$.33 | \$.33 |
| (40) Debt Service Fund | \$ 55,543.03 | \$ 55,543.03 |
| TOTAL | \$2,132,551.79 | \$2,132,551.79 |

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 Bill List

P-3

WHEREAS the Board Secretary has presented a check register for Dec.16, 2009 thru December 31, 2009 in the amount of \$443,377.45.

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 | \$ 438,283.18 |
| (20) Special Revenue Fund | \$ 5,094.27 |

| | |
|-----------------------------------|---------------|
| (30) Capital Projects Fund | \$ 0 |
| (40) Debt Service Fund | \$ 0 |
| TOTAL | \$ 443,377.45 |

4. Approve Transfer of Funds for the 2009-2010 School Budget P-4
 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 for December 2009.
5. Accept Monthly Financial Report P-5
 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 **December 31, 2009**
 WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of **December 2009**; and
 WHEREAS these reports show the following balances on **December 31, 2009**

| <u>Fund</u> | <u>Board Secretary Cash Balance</u> | <u>Treasurer Cash Balance</u> |
|-----------------------------------|-------------------------------------|-------------------------------|
| (10) General Fund | \$1,118,027.23 | \$1,118,027.23 |
| (10) Capital Reserve | \$ 459,395.02 | \$ 459,395.02 |
| (20) Special Revenue Fund | \$ -86,170.15 | \$ -86,170.15 |
| (30) Capital Projects Fund | \$.33 | \$.33 |
| (40) Debt Service Fund | \$ 55,543.03 | \$ 55,543.03 |
| TOTAL | \$1,546,795.46 | \$1,546,795.46 |

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.

6. Approve Payment of the Bill List

P-6

WHEREAS the Board Secretary has presented a check register for January 26, 2010 in the amount of \$653,946.86.

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 | \$ 632,773.24 |
| (20) Special Revenue Fund | \$ 21,173.62 |
| (30) Capital Projects Fund | \$ 0 |
| (40) Debt Service Fund | \$ 0 |
| TOTAL | \$ 653,946.86 |

7. Approve April 2010 School Election Polling Hours

RESOLVED that the Holland Township Board of Education approves the polling hours for the April 2010 School Election from 2:00 pm to 9:00 pm.

8. Approve Initial Set-Up Fee for DISTRICT Online – Strauss Esmay Assoc.

RESOLVED that the Holland Township Board of Education approves the one-time Initial Set-Up Fee for DISTRICT Online with Strauss Esmay Associates of \$1,995.00.

9. NJ Medical Leave Insurance

RESOLVED that the Holland Township Board of Education approves staff members' use of five (5) sick days toward NJ Medical Leave Insurance.

10. Reduced Regular Education Preschool Tuition Rate

RESOLVED that the Holland Township Board of Education approves the reduced regular education preschool tuition rate for student #19016 in the amount of \$150 per month retroactive to January 1, 2010 due to a financial hardship.

AYES: McDowall, Moebus (Abstain checks for ESC), Scott, Somers, Soucie, Scheibener

DISCUSSION: Policy on-line services supported by policy committee; accessibility for on-line manual for future public access.

MOTION PASSES

Mr. Geissler in attendance at 8:36pm.

Q. Communications Committee

Reviewed the committee activities and the Community Advisory Committee

BOE INTERVIEW ~ BOARD CANDIDATE FOR VACANCY: Tanya Nalesniki

R. Executive Session

MOTION: Enter Executive Session by Mr. Moebus, seconded by Mr. Somers

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:

- Board Vacancy
- Negotiations

And be in 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.

AYES: McDowall, Moebus, Scott, Somers, Soucie, Geissler, Scheibener

MOTION PASSES

MOTION: Enter Public Session by Mr. Moebus, seconded by Mr. McDowall at 9:40pm

AYES: McDowall, Moebus, Scott, Somers, Soucie, Geissler, Scheibener

MOTION PASSES

MOTION: Board Appointment

Motion by Scott, seconded by McDowall to approve the following action;

RESOLVED that the Holland Township Board of Education hereby appoints Tanya Nalesnik for the board member vacancy of the Holland Township Board of Education effective January 26, 2010;

FURTHER RESOLVED that Tanya Nalesnik shall serve until the organizational meeting following the April 20, 2010 School Election pursuant to 18A 12-15.

AYES: McDowall, Moebus, Scott, Somers, Soucie, Geissler, Scheibener

MOTION PASSES

OATH OF OFFICE ADMINISTERED TO APPOINTMENT: TANYA NALESNIK

S. Board Goals/Timelines

Reviewed 2009-10 Goal List from Mr. Suarez, as developed through Board discussions:

MOTION by Mr. Geissler, seconded by Mr. Moebus to adopt the seven goals for the 2009-2010 school year:

1. The Holland Township Board of Education will implement the 2009-2011 communication plan developed by the Communications Committee of the board.
 - By June 2010 the board will establish the Community Advisory Committee to obtain feedback and receive input from a community perspective on important issues that affect the school and the community.
2. The Holland Township Board of Education will increase participation at board meetings by providing opportunities for the recognition of staff and students at meetings.
3. The Holland Township Board of Education will keep abreast of Legislative and Department of Education initiatives through regular updates provided by the Superintendent and other members of the board.
4. By June 2010, the Holland Township Board of Education will complete the process of conversion of policy to the Strauss/Esmay format by preparing policy and approving a new district manual.
5. By June 2010, the Holland Township Board of Education will conduct a search for and hire a Superintendent of Schools.
6. During the 2009-2010 school year the Holland Township Board of Education will review and revise job descriptions for all positions in the district.
7. The Holland Township Board of Education will develop and implement a green technology facilities plan.

AYES: McDowall, Moebus, Scott, Somers, Soucie, Geissler, Scheibener

ABSTENTION: Nalesnik

MOTION PASSES

T. Supplementary Matters

Mr. Geissler asked the administration if safety precautions for clean drinking water and food are in place for the student trip to Costa Rica. The administration will follow-up with the concerns in the Education Committee meeting.

Mr. Suarez discussed the Success Maker piloting program and the potential purchase of licensing software.

Ms. Postma announced the Board openings in the 2010 School Election. Mr. Suarez noted that the BOE could announce the vacancies utilizing the Honeywell program.

Mr. Somers requested further information on the security of our technology infrastructure and for assurance that a secure back-up system is established. Mr. Suarez stated that he will evaluate the system with the technology staff to follow-up with the BOE concerns.

- U. Comments: Public – General ~ Laura Burke and Dan Bush, Holland Township Committee Members introduced themselves to the Board of Education. As the committee liaisons to the Holland Township School Board, they look to better communicate with the BOE in all aspects of the education of our students in the Holland Community.**

Adjournment

MOTION by Mr. Moebus, seconded by Mr. Somers to adjourn the meeting.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Abigail J. Postma, RSBA/Board Secretary