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

MINUTES

***Regular Board Meeting
October 20, 2009
8:00 P.M.***

Board Members Present: Thomas Friend, John McDowall, William Moebus, David Posselt,
Yvonne Scott, Joseph Somers, William Soucie, John Geissler, Lorraine
Scheibener

Board Members Absent: None

School Personnel Present: Abigail Postma, Business Administrator; Mr. Emil Suarez,
Superintendent

Public: Nancy Yard, Principal; Kathy Stannard, CST Supervisor, Mary VanLieu,
Curriculum Supervisor

The meeting was called to order at 8:00 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
SAIF Safety Recognition Letter

MEETING MINUTE APPROVAL

MOTION by Mr. Moebus, seconded by Mr. Somers to approve the following minutes
September 22, 2009 Regular Board Meeting
October 6, 2009 Special Meeting and Executive Session

AYES: *Friend, McDowall, Moebus, Posselt, Scott, Somers, Soucie, Geissler, Scheibener*
MOTION PASSES

Comments: Board President/Board Members

President Scheibener officially welcomed our new Superintendent, Mr. Emil Suarez.

Mr. Geissler announced the PTO Casino Night plans.

Comments: Superintendent

- Mr. Suarez thanked Dr. Petty for the on-going assistance with the transition of positions. He also thanked the staff, board of education and administration for the warm welcome.
- Mr. Suarez reported on the current absenteeism and student health awareness.
- Mr. Suarez discussed the substitute coverage in the Business Office. Due to her prior payroll experience, Carol Cole will be in the board office assisting with the payroll procedures two days per week with substitute coverage in the main office.

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. American Education Week
RESOLVED that the Holland Township Board of Education approves the week of November 15-21, 2009 as American Education Week.
2. Approve the Acceptance of Dictionaries from the Spring Mills Grange J-1
RESOLVED that the Holland Township Board of Education accepts a donation of seventy-four (74) dictionaries from the Spring Mills Grange No. 120 to be distributed to third grade students.
3. Rescinding of Student Instructional Day Start and End Time
RESOLVED that the Holland Township Board of Education approves the rescinding of the following start and end times for the 2009-2010 student instructional day which was originally approved at the January 22, 2008 Board of Education Meeting:

Elementary	8:22 am to 2:40 pm
Middle	9:07 am to 3:25 pm
4. Student Instructional Day Start and End Times
RESOLVED that the Holland Township Board of Education approves following new start and end times for the 2009-2010 student instructional day:

Elementary	8:20 am to 2:38 pm
Middle	9:05 am to 3:23 pm
5. Approve Additional 2009-2010 Class/Field Trips
RESOLVED that the Holland Township Board of Education approves the following class trip:

<u>Grade/Group</u>	<u>Date</u>	<u>Destination</u>
G&T	October 2009	Grounds for Sculpture

6. Approve In-District Professional Development Workshops

RESOLVED that the Holland Township Board of Education approves the utilization of the Finesville Institute for Innovative Teaching to provide ongoing professional development in informative assessment, data analysis and precision teaching strategies for a total of 22 days of in-district professional development. Fee schedule is as follows:

\$850/day @ 22 days = \$18,700.

Fee to be paid on a monthly basis from October 2009 through March 2010 with funding from American Recovery and Reinvestment Act (ARRA) funds, pending approval.

7. Approve Fragile X Consultative Services

RESOLVED that the Holland Township Board of Education approves Marcia Brayden, PhDPC, Fragile X Specialist, to deliver consultative services for student # 94 at the rate of \$150.00 per hour, not to exceed 20 hours (\$3,000.00) for the 2009-2010 school year.

8. Revise Holland Township School Contract with Summit Speech School

RESOLVED that the Holland Township Board of Education approves the revision of the 2009-2010 school year contracts with Summit Speech School to indicate services will be on an as needed basis in addition to the monthly consultative services.

DISCUSSION: *The board discussed the notification procedures to the parents regarding the new school schedule and bus schedule. The board also indicated that location of the fieldtrips must be included in the action item.*

AYES: *Friend, McDowall, Moebus, Posselt, Scott, Somers, Soucie, Geissler, Scheibener*

MOTION PASSES

Personnel

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

1. Approve Staff Attendance at Conferences/Workshops

K-1

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

2. Approve Staff Summaries of Approved Conferences/Workshops

K-2

RESOLVED that the Holland Township Board of Education accepts the staff summary sheets for BOE approved workshops.

3. Approve Unpaid Medical Leave

K-3

RESOLVED that the Holland Township Board of Education approves Amy Bashford's unpaid medical leave from October 7, 2009 through October 21, 2009.

4. Approve Betsy Nush's Movement on Salary Guide K-4
RESOLVED that the Holland Township Board of Education approves Betsy Nush's movement on the Salary Guide effective September 1, 2009 to Step 8 MA, \$53,070.
5. Approve Full-Time Special Education Aide K-5
RESOLVED that the Holland Township Board of Education approves Irene Fennell as a full-time special education aide for the 2009-2010 school year effective October 21, 2009 at an hourly rate of \$19.44 per hour.
6. Approve Substitute Secretary/Classroom Aide/Library Clerk/Cafe Aide K-6
RESOLVED that the Holland Township Board of Education approves Amanda Dech as a substitute secretary/classroom aide/library clerk/cafeteria aide.
7. Approve Medical Leave Academic Support Teacher K-7
RESOLVED that the Holland Township Board of Education approves the employment of Janet Huber as a long-term substitute beginning October 29, 2009 through December 24, 2009 at a rate of \$80 per day for the first 30 days. Effective on the thirty-first consecutive school day in the same position, she will be placed on the first step of the current guide (BA+15), prorated at \$44,664.
8. Approve Substitute Teacher/Secretary/Classroom Aide/Library Clerk K-8
RESOLVED that the Holland Township Board of Education approves Maryann D. Sajor as a substitute teacher/secretary/classroom aide/library clerk.
9. Approve Substitute Aide/Cafeteria Aide K-9
RESOLVED that the Holland Township Board of Education approves Lauren Croasdale as a substitute aide/cafeteria aide.
10. Approve Substitute Teacher K-10
RESOLVED that the Holland Township Board of Education approves Tara Klamik as a substitute teacher.
11. Approve Substitute Teacher K-11
RESOLVED that the Holland Township Board of Education approves Kaitlyn Blair as a substitute teacher.

12. Approve the following General Education tutors and hours for the 2009-2010 school year
 RESOLVED that the Holland Township Board of Education approves the following before- and after-school general education tutors and hours for the 2009-2010 school year:

<u>Elementary</u>	<u>Subject</u>	<u>Hours/Rate</u>	<u>Total</u>
Stacy Hess	Gr. 3 Math	45 min/40 sessions @ 40.77/hr	\$1,223.10
Renee Dech	Gr. 3 LA	45 min/40 sessions @ 60.42/hr	\$1,812.60
Donna Widmer	Gr. 4 Math	45 min/40 sessions @ 46.75/hr	\$1,402.50
Deborah Croasdale	Gr. 4 LA	45 min/40 sessions @ 43.26/hr	\$1,297.80
Total			\$5,736.00

<u>Middle</u>	<u>Subject</u>	<u>Hours/Rate</u>	<u>Total</u>
Amber Lazier	Gr. 5 Math	45 min/40 sessions @ 40.77/hr	\$1,223.10
Amber Lazier	Gr. 5 LA	45 min/40 sessions @ 40.77/hr	\$1,223.10
Lindsey Brychta	Gr. 6 Math	45 min/40 sessions @ 40.77/hr	\$1,223.10
Lauren Broderick	Gr. 6 LA	45 min/40 sessions @ 40.77/hr	\$1,223.10
Stephanie Kane	Gr. 7 Math	45 min/40 sessions @ 44.86/hr	\$1,345.80
Denise Carney	Gr. 7 LA	45 min/40 sessions @ 40.77/hr	\$1,223.10
Eileen Frerking	Gr. 8 Math	45 min/40 sessions @ 40.77 /hr	\$1,223.10
Total			\$8,684.40

General Education Total \$14,420.40

13. Approve the following Special Education tutors and hours for the 2009-2010 school year
 RESOLVED that the Holland Township Board of Education approves the following before- and after-school special education tutors and hours for the 2009-2010 school year:

Gia Wood	Grade 3-4 LA	45 min/40 sessions @ 40.77/hr	\$1,223.10
Kristin Hoffman	Grade 3-4 Math	45 min/40 sessions @ 40.77/hr	\$1,223.10
Nancy Daniels	Grade 5 LA	45 min/40 sessions @ 46.75/hr	\$1,402.50
Nancy Daniels	Grade 5 Math	45 min/40 sessions @ 46.75/hr	\$1,402.50
Stephanie Wargin	Grade 6 LA	45 min/40 sessions @ 40.77/hr	\$1,223.10
Stephanie Wargin	Grade 6 Math	45 min/40 sessions @ 40.77/hr	\$1,223.10
Denise Carney	Grade 7-8 LA	45 min/40 sessions @ 40.77/hr	\$1,223.10
Susan Walther	Grade 7-8 Math	45 min/40 sessions @ /56.92hr	\$1,707.60
Special Education Total			\$10,628.10

Total \$25,048.50

Discussion: *Mr. Geissler reviewed clarification on the long term substitute coverage. Mr. Moebus asked if the bus drivers receive student restraint training and if full time aides receive benefits.*

AYES: Friend, McDowall, Moebus, Posselt, Scott, Somers, Soucie, Geissler, Scheibener
MOTION PASSES

Policy

Mr. Moebus updated the Board on the Strauss-Essmay services.

Finance & Facilities

MOTION by Mr. Posselt, 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 Enc. M-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. Accept Monthly Financial Report Enc. M-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 **August 31, 2009**
 WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of **August 2009**; and
 WHEREAS these reports show the following balances on **August 31, 2009**

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$1,138,450.62	\$1,138,450.62
(10) Capital Reserve	\$ 458,794.09	\$ 458,794.09
(20) Special Revenue Fund	\$ - 9,545.86	\$ - 9,545.86
(30) Capital Projects Fund	\$.33	\$.33
(40) Debt Service Fund	\$ 55,543.03	\$ 55,543.03
TOTAL	\$1,643,242.21	\$1,643,242.21

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

Enc. M-3

WHEREAS the Board Secretary has presented a check register for October 20, 2009 in the amount of \$618,497.22

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	\$ 603,829.62
(20) Special Revenue Fund	\$ 14,667.60
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$ 618,497.22

4. Approve **REVISED** ARRA (American Reinvestment and Recovery Act – IDEA Fund Expenditures

RESOLVED that the Holland Township Board of Education accepts the ARRA (American Reinvestment and Recovery Act) IDEA Funds in the amounts of IDEA Basic \$139,955 and IDEA Preschool \$5,061; and

WHEREAS the funded grant program will be available through June 2011 for special education appropriations;

FURTHER RESOLVED the Holland Township Board of Education approves the submission of the grant with the following salary positions paid through the use of the ARRA – IDEA funds:

\$5,438, Extended SY Teacher 2009-10: Renee Delsordo

\$1,652, Extended SY Teacher Aide 2009-10: Shelli Deckert

\$26,133, School Year Paraprofessional 2009-10:

Sylvia Donaldson 100% contractual salary;

WHEREAS, the \$26,133 paraprofessional salary will be treated as local funds for the purpose of meeting the maintenance of fiscal effort, as supplanting funds for the general budget expenditures.

5. Approve Memorandum of Agreement

RESOLVED that the Holland Township Board of Education approves the 2009-2010 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials by David VanGilson, Chief of the Holland Township Police Department and Emil Suarez, Holland Township School's Superintendent and submission of the same to the NJ State Department of Education. (Copy available in the main office.)

6. Approve Three -Year Comprehensive Maint Plan/M-1 09-10

M-4

RESOLVED that the Holland Township Board of Education approves the Three-Year Comprehensive Maintenance Plan/M-1 Form for the 2009-2010 school year and submission of the same to the NJ State Department of Education.

AYES: Friend, McDowall, Moebus, Posselt (Abstain #3), Scott, Somers, Soucie, Geissler, Scheibener

MOTION PASSES

Communications Committee

Reviewed H1N1 and Flu communications
Announced the Township Committee meeting schedule

Board Goals/Timelines

Reviewed the BOE self evaluation

Mandated Board Training Requirement Update for 2009-2010:

1st Term, second year of service; 1st Term, third year of service; reelected/reappointed board members in the 1st year of any succeeding term

Mr. Soucie: Governance I

Mr. McDowall: Advanced Training

Mr. Posselt: Advanced Training

Supplementary Matters

MOTION by Mr. Moebus, seconded by Mr. Somers to approve the subscription with Survey Monkey for future assistance with survey development and dissemination for the Board of Education and School District.

MOTION APPROVED UNANIMOUSLY

MOTION by Mr. Moebus, seconded by Mr. Posselt to approve the proposal of services of Faridy, Veisz and Fraytak for ROD Grant/Capital Project Submission and Pre-Referendum Services as attached (Attachment: FINANCE A): in the amount of \$8,500 (Eighth Thousand Five Hundred Dollars), for the Scope of Services in completion and submission of the NJDOE project applications for ROD Grant, Capital and Other Capital Projects.

MOTION APPROVED UNANIMOUSLY

Comments: Public – General

None

MOTION by Mr. Geissler, seconded by Mr. Moebus to enter Executive Session at 9:20pm:

MOTION APPROVED UNANIMOUSLY

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:

Personnel Matters

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.

MOTION by Mr. Geissler, seconded by Mr. Moebus to exit Executive Session at 9:37pm

MOTION APPROVED UNANIMOUSLY

Adjournment

MOTION by Mr. Moebus, seconded by Mr. McDowall to adjourn the meeting at 9:37pm

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Abigail J. Postma, RSBA/Board Secretary