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**Official Minutes of the  
Holland Township Board of Education  
Milford, NJ 08848**

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**Regular November Board Meeting: November 23, 2010 7:30 P.M.**

**Roll Call**

Board Members Present: Moebus, Schneider, Scott, Somers, Soucie,  
Vandenburg, Scheibener

Absent: McDowall, Geissler

School Personnel Present: Mr. Suarez, Superintendent, Mrs. Postma, SBA/Brd  
Sec.; Nancy Yard, Principal; Kathy Stannard, Supv. of  
Special Services

Public Present: 25

**Correspondence/Presentations**

- Audit Presentation by Mr. William Colantano, CPA and School Board Auditor  
*No recommendations for the June 30, 2010 School Audit and nominal  
suggestions in the review; Mr. Colantano stated that Ms. Postma is doing a fine  
job of managing the school district's finances.*
- Thank you card/letter from the Foster Family with regards to the dedication of the  
Middle School Media Center to "Al Foster."

**Approval of Minutes of Previous Meetings**

**MOTION** by Mr. Moebus, seconded by Mr. Somers to approve the following Minutes  
from the previous meeting(s):

**October 21, 2010 ROD Grant Meeting: Special Meeting**

**October 26, 2010 Regular Board Meeting and Executive Session**

**Discussion:** *Mr. Moebus stated that a resolution to correct the QSAC percentage value  
will be included with the addendum for this evening's BOE meeting.*

**AYES:** *Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Scheibener*

**MOTION APPROVED**

**Comments: Board President/Board Members**

- o No comments

**Comments: Superintendent**

- o *Superintendent/BOE Update:*
  - a) Enrollment Update
  - b) Shire & Anderson Bus Stop: Reviewed attached Safety Assessment with regards to the K-Turn. The assessment has deemed the bus stop at Shire & Cambridge is unsafe due to the bus navigating a K-Turn. There has been no official comment from the jointure. No other suggestion other than to move back to the original bus stop location at Anderson & Shire.
  - c) Third Grade Book Club Update
  - d) Senior Citizen and Veterans Luncheon was a success; thanks to Student Council & Helping Hands
  - e) Superintendent Roundtable: Presented NJASK results, NJQSAC and Emergency Management & Response.
  - f) Technology Update: Virtual Backpack and Survey Monkey for the Community Advisory Committee's survey for publication.
  - g) Calendar of Events
  - h) Educational Issues/Updates: Current Legislative Update: Superintendent Salary CAP

**Comments: Principal**

- o Dr. Yard updated the BOE on the successful 4<sup>th</sup> Grade Food Drive project. The school has collected over 2000 lbs of food for NORWESCAP
- o Dr. Yard reported on First Grade's Thanksgiving Program and Eighth Grade's Learning Grove projects.
- o Dr. Yard announced the school district receiving a \$500 Energy Grant which will fund the elementary enrichment program.
- o Dr. Yard reported that the Staff In-Service Day reviewed the Scope and Sequence programs and added that the district's curriculum is on track with the NJCCCS.

*Board President Scheibener thanked Dr. Yard for reinstating the program and opportunity for the middle school students to participate in the Halloween Parade and*

*festivities. Mrs. Scheibener added that the change in policy has been well received by everyone.*

**Comments: Public – Agenda Items Only**

- o None

**Superintendent Action Items**

**ADDENDUM**

**MOTION** by Mr. Moebus, seconded by Mr. Soucie to approve the following Addendum to be included in the Board Action:

**K. POLICY**

**5. Approve Resolution to Amend QSAC Resolution**

RESOLVED that the Holland Township Board of Education amends the October QSAC Resolution to Read:

99 out of 100 Fiscal Management 99%

**MOTION APPROVED UNANIMOUSLY**

**Education**

**MOTION** by Mr. Moebus, seconded by Mrs. Vandenburg to approve the following Action Items as recommended by the Superintendent;

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 4<sup>th</sup> grade Enrichment program.

5. Approve Resolution to Amend QSAC Resolution

RESOLVED that the Holland Township Board of Education amends the October QSAC Resolution to read:

99 out of 100            Fiscal Management            99%

**AYES:** *Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Scheibener*

**MOTION PASSES**

**Personnel**

**MOTION** by Mr. Schneider, seconded by Mr. Somers to approve the following Action Items as recommended by the Superintendent;

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 31<sup>st</sup> consecutive school day in the position the per diem amount will be 1/200<sup>th</sup> 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.

**AYES:** *Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Scheibener*

**Discussion:** Mr. Moebus and Mrs. Scheibener noted their attendance planned at the HCSBA meeting on December 9<sup>th</sup> and to add the same to L-1 for BOE approval.

**MOTION PASSES**

**Policy**

**MOTION** by Mr. Moebus, seconded by Mr. Schneider to approve the following Action Items as recommended by the Superintendent;

1. Approve Policy #2431.4

M-1

RESOLVED that the Holland Township Board of Education approves Policy #2431.4 Concussion Testing Return to Play

**AYES:** *Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Scheibener*

**MOTION PASSES**

**Finance & Facilities**

**MOTION** by Mr. Somers, seconded by Mr. Moebus to approve the following Action Items as recommended by the Superintendent;

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>
<b>(10) General Fund</b>	\$1,785,109.85	\$1,785,109.85
<b>(10) Capital Reserve</b>	\$ 445,242.99	\$ 445,242.99
<b>(20) Special Revenue Fund</b>	- \$7881.30	- \$7881.30
<b>(30) Capital Projects Fund</b>	\$ 0	\$ 0
<b>(40) Debt Service Fund</b>	\$ 1.36	\$ 1.36
<b>TOTAL</b>	\$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>
<b>(10) General Fund</b>	\$1,131,422.55	\$1,131,422.55
<b>(10) Capital Reserve</b>	\$ 445,384.51	\$ 445,384.51
<b>(20) Special Revenue Fund</b>	-\$ 30,588.04	-\$ 30,588.04
<b>(30) Capital Projects Fund</b>	\$ 0	\$ 0
<b>(40) Debt Service Fund</b>	\$ 1.36	\$ 1.36
<b>TOTAL</b>	\$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>
<b>(10) General Fund</b>	\$ 297,819.95
<b>(20) Special Revenue Fund</b>	\$ 2772.65
<b>(30) Capital Projects Fund</b>	\$ 0
<b>(40) Debt Service Fund</b>	\$ 0
<b>TOTAL</b>	\$ 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>
<b>(10) General Fund</b>	\$ 580,507.92
<b>(20) Special Revenue Fund</b>	\$ 17,797.87
<b>(30) Capital Projects Fund</b>	\$ 0
<b>(40) Debt Service Fund</b>	\$ 11,347.50
<b>TOTAL</b>	\$ 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:

<b>TOTAL</b> 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.

**AYES:** *Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Scheibener*

**Discussion:** *Mr. Moebus stated that the parent transportation contract as noted in the Committee minutes can be reviewed and voted in between regularly scheduled Board Meetings on by the BOE Executive Committee once administration finalized the contract to begin transporting the student on December 1st.*

**MOTION PASSES**

**MOTION** by Mr. Somers, seconded by Mr. Moebus to approve a letter from the Board of Education to Acting Director of the NJ Division of Pensions and Benefits supporting that the Division should submit budgetary information and figures promptly to school districts so accurate figures for payments can be budgeted properly by the districts due to the current fiscal restraints. (Letter Enclosed)

**MOTION PASSES UNANIMOUSLY**

### **Communications Committee**

The Committee reviewed meeting schedules.

Mr. Somers offered the idea of having a special event recognizing residents who can share the history of Holland Township and/or Hunterdon County so the public can be exposed to the history of our area.

### **Board Goals/Timelines**

Reviewed Goals and Timelines

### **Supplementary Matters**

Superintendent Suarez reviewed December Board Committee Meeting schedule.

President Scheibener reviewed plans to have the Annual Holiday staff breakfast on December 23<sup>rd</sup>.

Mr. Somers noted to the administration that the BOE is interested in the “Paperless BOE Meeting” and to report to the BOE on future plans.

**Comments: Public – General: NONE**

**Executive Session**

**MOTION** by Mrs. Moebus, seconded by Mr. Somers to approve Entering into ***Executive Session at 8:45pm and no action to be taken after 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 Update: HTEA and Non-Association Staff***

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.

**AYES:** *Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Scheibener*

**MOTION PASSES**

**MOTION** by Mr. Moebus, seconded by Mr. Somers to move to ***Public Session***

**AYES:** *Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Scheibener*

**MOTION PASSES**

**ADJOURNMENT:**

**MOTION** by Mr. Moebus, seconded by Mrs. Vandenburg to adjourn the meeting.

**MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Abigail Postma, RSBA/Board Secretary