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

MINUTES

***Regular Board Meeting
November 24, 2009
7:30 P.M.***

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

Board Members Absent: Joseph Somers

School Personnel Present: Mr. Emil Suarez, Superintendent; Nancy Yard, Principal; Mr. John Geppert, Board Attorney; Mr. William Colantano, Board Auditor

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

Addendum to the Agenda:

MOTION by Mr. Geissler, seconded by Mr. Moebus to amend the agenda with the following Personnel Action Item:

14. Resignation of Employee Laura Kerr

L-14

RESOLVED that the Holland Township Board of Education accepts the resignation of Laura Kerr effective November 23, 2009.

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

MEETING MINUTE APPROVAL

MOTION by Mr. Moebus, seconded by Mr. Posselt to approve the following minutes

October 20, 2009 Work Session Minutes

October 20, 2009 Regular Meeting and Executive Session

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

Comments: Board President/Board Members

President Scheibener announced the meeting with the Delaware Valley Regional School Districts Board Presidents and Superintendents.

Principal's Report ~ Mrs. Yard Reported on the following activities:

- Thanksgiving Luncheon

- Grade 4 Step Up to the Plate earning \$1200
- Professional Development on Formative Assessment: Summer Benchmarks, Learnia, Professional Learning Communities, and Dr. Jim Gamble from the Finesville Institute

Comments: Superintendent

- Mr. Suarez reported to the Board of Education on the action items and school district updates

Comments: Public – Agenda Items Only

None

SUPERINTENDENT ACTION ITEMS:

Education

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

1. Approve the Acceptance of REBEL Grant
RESOLVED that the Holland Township Board of Education accepts a grant from Hunterdon Prevention Resources in the amount of \$1,144.45 to be paid to advisor Betsy Nush for implementation of the REBEL (Reaching Everyone By Exposing Lies) 2 Tobacco Prevention Program during the 2009-2010 school year.

AYES: *Friend, McDowall, Moebus, Posselt, Scott, 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 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. Resignation of Paul Chepolis L-3
RESOLVED that the Holland Township Board of Education accepts the resignation of Paul Chepolis effective December 31, 2009.
4. Approve Nursing Service Plan for the 2009-2010 School Year L-4
RESOLVED that the Holland Township Board of Education approves the Nursing Service Plan for the 2009-2010 school year.

5. Approve Substitute Teacher L-5
RESOLVED that the Holland Township Board of Education approves Stefanie Marie Parmese as a substitute teacher.
6. Approve Substitute Teacher/Aide L-6
RESOLVED that the Holland Township Board of Education approves Lauren Lerch as a substitute teacher/aide.
7. Approve Substitute Teacher/Aide L-7
RESOLVED that the Holland Township Board of Education approves Mary Claire Spadone as a substitute teacher/aide.
8. Approve Substitute Teacher L-8
RESOLVED that the Holland Township Board of Education approves Emily Krause as a substitute teacher.
9. Approve Substitute Teacher/Aide L-9
RESOLVED that the Holland Township Board of Education approves Tanya Brooks as a substitute teacher/aide.
10. Approve Substitute Teacher L-10
RESOLVED that the Holland Township Board of Education approves Martha Kelley as a substitute teacher.
11. Approve Posting of Part-Time Aide Position
RESOLVED that the Holland Township Board of Education approves the posting of an anticipated part-time aide position at the rate of \$19.44 per hour to satisfy an IEP requirement for student #111. This student's IEP and start date at HTS will be during the week of December 7, 2009.
12. Approve Unpaid Day
RESOLVED that the Holland Township Board of Education approves an unpaid day for the following staff member.
FURTHER RESOLVED that the following payroll check for this staff member will be deducted for her unpaid day:

Amy Bashford – November 19, 2009
13. Computer Teacher/Instructional and Administrative Technology Support
RESOLVED that the Holland Township Board of Education approves expanding the Computer Teacher/Instructional and Administrative Technology Support position to a 12-month position.
15. Resignation of Employee Laura Kerr L-14
RESOLVED that the Holland Township Board of Education accepts the resignation of Laura Kerr effective November 23, 2009.

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

Policy

MOTION by Mr. Moebus, seconded by Mr. Geissler to approve the following action items, item 1, 3, &4, as recommended by the Superintendent;

1. Approve First Reading of Policy 1220 M-1
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 1220 (Employment of Chief School Administrator).

Item # 2 was tabled to the December BOE Meeting:

2. Approve First Reading of Policy 8760 M-2
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 8760 (Pupil Accident Insurance).

3. Approve First Reading of Policy 3159 M-3
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 3159 (Teaching Staff Member/School District Reporting Responsibilities).

4. Approve First Reading of Policy 5512.01 M-4
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 5512.01 (Harassment, Intimidation, and Bullying).

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

Finance & Facilities

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

1. Approve Transfer of Funds for the 2009-2010 School Budget N-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. Approve Transfer of November 2009 Funds: Unemployment Trust Account
RESOLVED that the Holland Township Board of Education approves the November monthly transfer of \$15,000 from the General Fund to the Unemployment Trust Fund to avail funds for the State of New Jersey Unemployment obligations.
3. Accept **REVISED** (as per audit) Monthly Financial Report: June 30, 2009 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 **June 30, 2009**;

WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of **June 2009**; and

WHEREAS these reports show the following balances on **June 30, 2009**

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$605,400.66	\$605,400.66
(10) Capital Reserve	\$458,636.88	\$458,636.88
(20) Special Revenue Fund	\$(55,564.24)	\$(55,564.24)
(30) Capital Projects Fund	\$55,542.33	\$55,542.33
(40) Debt Service Fund	\$1.03	\$1.03
TOTAL	\$1,064,016.66	\$1,064,016.66

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.

4. Accept Monthly Financial Report

N-3

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 30, 2009**;

WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of **September 2009**; and

WHEREAS these reports show the following balances on **September 30, 2009**

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$ 1,738,775.26	\$ 1,738,775.26
(10) Capital Reserve	\$ 458,947.36	\$ 458,947.36
(20) Special Revenue Fund	\$(16,906.45)	\$ (16,906.45)
(30) Capital Projects Fund	\$.33	\$.33
(40) Debt Service Fund	\$ 55,543.03	\$ 55,543.03
TOTAL	\$2,236,359.53	\$2,236,359.53

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 Bill List

N-4

WHEREAS the Board Secretary has presented a payroll check register for September 30, 2009 in the amount of \$316,767.58.

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	\$312,688.28
(20) Special Revenue Fund	\$ 4,079.30
(30) Capital Projects Fund	

(40) Debt Service Fund	
TOTAL	\$ 316,767.58

6. Approve Payment of the Bill List

N-5

WHEREAS the Board Secretary has presented a payroll check register for October 30, 2009 in the amount of \$324,095.67.

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	\$320,016.37
(20) Special Revenue Fund	\$ 4,079.30
(30) Capital Projects Fund	
(40) Debt Service Fund	
TOTAL	\$ 324,095.67

7. Approve Payment of the Bill List

N-6

WHEREAS the Board Secretary has presented a payroll check register for November 24, 2009 in the amount of \$648,006.50. 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	\$ 607,097.92
(20) Special Revenue Fund	\$ 23,929.83
(30) Capital Projects Fund	
(40) Debt Service Fund	\$ 16,978.75
TOTAL	\$ 648,006.50

8. Approve Revised Emergency Operating Plan

N-7

RESOLVED that the Holland Township Board of Education approves the revised Emergency Operating Plan.

9. Approve Removal and Disposal of Playground Equipment #31

RESOLVED that the Holland Township Board of Education approves the removal and disposal of Playground Equipment #31 as per the recommendation of the School Alliance Insurance Fund Playground Inspection and Report in October 2009;

WHEREAS the Playground Equipment #31 does not meet the safety compliance of the NJ Playground Statute as it is deemed unsafe due to a design defect in the equipment and the manufacturer is unable to retrofit the product to meet the safety code.

10. Approve the contract extension with Faridy, Veisz, and Fraytak P.C. Architects

RESOLVED that the Holland Township Board of Education approves the Architect of Record 2009-2010 contract extension with Faridy, Veisz, and Fraytak P.C. Architects through June 30, 2009.

11. Accept the Annual CAFR/Financial Audit

N-8

Mr. William Colantano Board Auditor Reported to the BOE on the CAFR Report

RESOLVED that the Holland Township Board of Education accepts the annual CAFR/Financial Audit for the fiscal year ended June 30, 2009, as prepared by the firm of William M. Colantano, Jr., and, acknowledge the following recommendations:

1. Financial records of the payroll trust fund accounts are to be maintained in an accurate manner.
2. The District should evaluate the effectiveness of their internal control procedures for the safeguarding of financial assets and implement changes based on the evaluation.

And, FURTHER RESOLVED the district adopts the following corrective action plan to address the recommendations cited in the audit as follows:

1. Proper monthly reconciliation of the account deposits and receipts; proper postings on Quicken account management program. All cash deposits and disbursements will be monitored and verified by the SBA and Treasurer.
2. Monitor cafeteria cash deposits by verification of daily cash sales to bank deposits. Proper monthly reconciliation to bank statements monitored and verified by the SBA.

12. Alliance for Competitive Telecommunications (ACT) Cooperative Purchasing

RESOLVED that the Holland Township Board of Education agrees to participate in the Alliance for Competitive Telecommunications with the Monmouth-Ocean Educational Services Commission and the New Jersey Association of School Business Officials (NJASBO) for the period of July 1, 2010 to June 30, 2012. The Monmouth-Ocean Educational Services Commission shall be the lead Local Educational Agency (LEA) for this program;

WHEREAS all New Jersey School Districts are invited to participate in the Alliance for Competitive Telecommunications, which is intended to fulfill the districts obligation under 18A:55-3;

WHEREAS the Holland Township Board of Education shall provide the Commission with accurate data, i.e. telephone line numbers for each number included in the bid and any other appropriate information necessary for the development of the bid specifications;

WHEREAS the Holland Township Board of Education shall not solicit bids or enter into a contract that would jeopardize the award of the contract for cooperative telecommunication services by the Commission. The Holland Township Board of Education shall abide by the award of the contract

made by the Commission. The Board shall not withdraw from this agreement prior to June 30, 2012;

WHEREAS the Holland Township Board of Education understands that the services to be provided under this cooperative purchasing agreement will include dial tone/local calls, regional toll calls, long distance toll calls and voice over internet protocol (VOIP) when such option is chosen by the participating district;

FURTHER RESOLVED that all fees for the work of the Commission and the expenses of NJASBO will be incorporated in to the price for services as provided by the successful vendor(s).

AYES: Friend, McDowall, Moebus, Posselt (Abstain #7), Scott, Soucie, Geissler, Scheibener
MOTION PASSES

Communications Committee

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

1. Approve Community Advisory Committee Charter

O-1

RESOLVED that the Holland Township Board of Education approves the Community Advisory Committee Charter.

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

Board Goals/Timelines

Reviewed the BOE Goals

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

Mr. Suarez reported that he will attend the December 1st Township of Holland Committee meeting to introduce himself to the Committee Members.

Mr. Posselt reported that his home in the Township of Holland has been sold and that he will be resigning as a member of the Holland Township Board of Education effective November 25, 2009.

MOTION by Mr. Moebus, seconded by Mr. Geissler to accept with regret and appreciation the resignation of Board Member Mr. David Posselt effective November 25, 2009.

MOTION APPROVED UNANIMOUSLY

Comments: Public – General

None

MOTION by Mr. Geissler, seconded by Mr. Moebus to enter Executive Session:

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 & 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.

MOTION by Mr. Geissler, seconded by Mr. Moebus to exit Executive Session:

MOTION APPROVED UNANIMOUSLY

Adjournment

MOTION by Mr. Moebus, seconded by Mr. Geissler to adjourn the meeting at 10:28pm

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Abigail J. Postma, RSBA/Board Secretary