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

MINUTES

***Regular Board Meeting
December 15, 2009
7:30 P.M.***

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

Board Members Absent: Yvonne Scott

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

Public: Approximately 60 parents/students

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

Presentation of Honor Roll Certificates ~ Administration and Board of Education

Approval of Minutes of Previous Meetings

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

November 24, 2009 Regular Board Meeting and Executive Session

AYES: Friend, Moebus, Soucie, Geissler, Scheibener

ABSTAIN: McDowall, Somers

MOTION PASSES

Approval of Addendum to the Agenda

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

Personnel:

8. Approve Staff Member's Attendance at Conference

RESOLVED that the Holland Township Board of Education approves Jason Kries attendance at the 2-day NJASAS Techspo 2010 conference in Atlantic City, NJ on January 28 & 29 2010, Registration \$289 + Mileage.

MOTION APPROVED UNANIMOUSLY

Comments: Board President/Board Members

- Board President Scheibener announced the Holiday Staff Breakfast plans to meet at 6:30am on Wednesday, December 23rd for the BOE and Administration to make and serve breakfast for the staff.
- Board President Scheibener announced the vacancy on the Board of Education and the plan to interview candidates at the January Regular Board of Education Meeting.

Comments: Superintendent

- Mr. Suarez announced the current enrollment status and update on the Girl's Soccer survey.
- Mr. Suarez read a thank you letter from the HT Woman's Club
- He reviewed the Technology Plan preparation and announced the anticipated committee to develop the school wide plan.
- He announced that the Strategic Plan was approved in January 2006 and will be in effect through 2010.
- Updated the Board on the Emergency Management Plan development with Chief Van Gilson and Sgt. Harris.
- Announced the Winter Concert
- Reviewed the Legislative updates: A347, A267, and A2655

Comments: Principal

- Mrs. Yard announced the substitute planning for replacing the Middle School history teacher.
- Announced the Service Learning update and successful food donations/collections.
- Reviewed the plans for the DVRHS Principal to visit the 8th grade and review schedules and electives with the students.
- Updated the BOE on the LA textbook review
- Announced that "Camper" the therapy dog will be back for the student read-along program.
- Announced an invitation for the BOE to attend the Winter Concert

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 Class/Field Trips

RESOLVED that the Holland Township Board of Education approves the following 2009-2010 class/field trips:

<u>Grade/Group</u>	<u>Date</u>	<u>Location</u>
Pre-K	February 2010	Easton State Theatre
Drama Club	May 2010	Broadway Play, NY

2. Approve Donation of Bat Houses
RESOLVED that the Holland Township Board of Education approves the donation of five (5) bat houses by Cub Scout Pack #187 for placement outside school grounds.
3. Approve 2009-2010 District Goals K-1
RESOLVED that the Holland Township Board of Education approves the 2009-2010 Holland Township School District Goals.

AYES: Friend, McDowall, Moebus, 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 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 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 – ½ day December 7, 2009
4. Computer Teacher/Instructional and Administrative Technology Support L-3 RESOLVED that the Holland Township Board of Education approves Jason Kries as a 12-month Computer Teacher/Instructional and Administrative Technology Support teacher effective January 4, 2010, at an annual salary of \$65,832 (prorated for the 2009-2010 school year).
5. Operations/Payroll Assistant L-4
RESOLVED that the Holland Township Board of Education approves Carol Cole as an Operations/Payroll Assistant effective January 4, 2010 at an annual salary of \$39,500 (prorated for the 2009-2010 school year).
6. Approve Substitute Teacher L-5
RESOLVED that the Holland Township Board of Education approves Charles Riddle as a substitute teacher.

7. Approve Addendum to Computer Teacher/Instructional and Administrative Technology Support Position L-6

RESOLVED that the Holland Township Board of Education approves the addendum to the Computer Teacher/Instructional and Administrative Technology Support Position job description.

8. Approve Staff Member's Attendance at Conference

RESOLVED that the Holland Township Board of Education approves Jason Kries attendance at the 2-day NJASA Techspo 2010 conference located in Atlantic City, NJ on January 28 & 29, 2010: Registration \$289.00 + Mileage

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

Discussion: Add BOE members to the HCSBA January 27th meeting; Mr. Suarez discussed the plans for Mr. Riddle to substitute for the History middle school teaching position.

MOTION PASSES

Policy

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

1. Approve Second Reading of Policy 5512.01 M-1
RESOLVED that the Holland Township Board of Education approves the second reading of Policy 5512.01 (Harassment, Intimidation, and Bullying).
2. Approve Second Reading of Policy 3159 M-2
RESOLVED that the Holland Township Board of Education approves the second reading of Policy 3159 (Teaching Staff Member/School District Reporting Responsibilities).
3. Approve Second Reading of Policy 1220 M-3
RESOLVED that the Holland Township Board of Education approves the second reading of Policy 1220 (Employment of Chief School Administrator).
4. Approve First Reading of Policy 8760 M-4
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 8760 (Pupil Accident Insurance).

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

MOTION PASSES

Finance & Facilities

MOTION by Mrs. Scheibener, seconded by Mr. McDowall 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. 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 **October 31, 2009**;

WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of **October 31, 2009**; and

WHEREAS these reports show the following balances on **October 31, 2009**

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$1, 057,584.39	\$1, 057,584.39
(10) Capital Reserve	\$ 459,094.45	\$ 459,094.45
(20) Special Revenue Fund	\$-33,376.35	\$-33,376.35
(30) Capital Projects Fund	\$.33	\$.33
(40) Debt Service Fund	\$55,543.03	\$55,543.03
TOTAL	\$1,538,845.85	\$1,538,845.85

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

N-3

WHEREAS the Board Secretary has presented a payroll check register for November 30, 2009 in the amount of \$319,339.53.

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	\$315,260.23
(20) Special Revenue Fund	\$ 4,079.30
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$319,339.53

4. Approve Payment of the Bill List

N-4

WHEREAS the Board Secretary has presented a payroll check register for December 15, 2009 in the amount of \$93,407.44.

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	\$ 78,784.01
(20) Special Revenue Fund	\$ 14,623.43
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$ 93,407.44

5. Approve Waiver for Special Education Medicaid Initiative (SEMI)

RESOLVED that the Holland Township Board of Education approves the filing of a waiver to exempt Holland Township School District's participation in the Special Education Medicaid Initiative (SEMI) based on a projected district enrollment of less than 30 Medicaid eligible classified students;

FURTHER RESOLVED that the Holland Township Board of Education will submit the waiver to the Hunterdon County Office of Education for final approval.

6. Approve Amendments to the Long Range Facility Plan

RESOLVED that the Holland Township Board of Education approves the amendments to the Long-Range Facilities Plan by Faridy Veisz Fraytak to incorporate the projects to be approved as follows:

Barrier Free Entrance Path Improvements/Ramps; Storm Drainage System; Separate Hot Water Heater Kitchen; Water Softener System; Install Metal over Stone Coping; Window Head Flashing, Weeps, Lintels; Replacement of Solid Soffits with Vented Soffits; Bell Tower Siding, Cladding System & Lightning Protection; Existing BUR Roof Life Extension; Front Curbs/Sidewalks; Secure Vestibule ~ Relocate Main Office; Main Office Renovation; Main Office Casework; 6th Grade Science Renovation; 3rd Grade Science Casework; 3rd Grade Science Elec/Plumbing/Mechanical; MC2 Small Group Rooms; Library Addition; Library Furnishings; Library Site Development; Gym Renovations; Art Room Renovations; Multi-purpose Room Renovations; ACE Room Renovations; Electrical Upgrades; Program Space Tech Wiring & Other Tech Allowance; Science Room Renovations; Science Room Casework; Science Room HVAC/Mechanical/Plumbing; Existing Library Renovations; Program Space Movable Equipment; Replace domestic hot water heater sys; VAT Abatement/New Flooring; New VCT Carpet/Flooring Principals Office; Replace Clock Sound Units; Replace Garage Roof and Shed Roof; Electrical Upgrades to support new projects; Building exterior lighting upgrades with controls, Exterior Door Control System; Barrier Free Entrance Improvements; Security Enhancements/Bollards; Secure Vestibule; Generator MS; Gas piping new generator; Fire Alarm Replacement; Stage Sound System/Hearing impaired; Building Energy Management System; Building Energy Recovery Unit; Asbestos Limited Abatement; Replace 3 zone, 10 zone, & Nurse unit; Exterior Window Replacement

7. Approve the Capital Projects and Submission to the State of NJ ROD Grant Application Process

N-5

RESOLVED that the Holland Township Board of Education authorizes the District's architects Faridy, Veisz and Fraytak P.C. to submit capital project documents for submission to the New Jersey Department of Education as part of the Regular Operating Districts (ROD) School Facilities Projects Grant Program for approval on the District's behalf;

WHEREAS the Holland Township Board of Education approves the four (4) capital project lists as separate ROD Grants as per following lists attached:

ROD GRANT #1, #2, #3, #4

8. Approve Budget Increase in Maximum Legal Fees

RESOLVED that the Holland Township Board of Education approves the increase in the maximum legal fees approved budget of \$20,000 to \$35,000 for the 2009-2010 school year budget.

9. Rescind Parent Paid Tuition Contract

RESOLVED that the Holland Township Board of Education rescinds the Non-Resident Parent Paid Tuition Contract between the Holland Township Board of Education and parents Mr. and Mrs. Mark Matthews effective September 1, 2009 in the amount of \$9,298 for the 2009-2010 school year;

WHEREAS Mr. and Mrs. Mark Matthews became residents of the Township of Holland effective September 1, 2009.

10. Rescind Parent Paid Tuition Contract

RESOLVED that the Holland Township Board of Education rescinds the Preschool Parent Paid Tuition Contract between the Holland Township Board of Education and parent Ms. Rogus effective September 1, 2009 in the amount of \$3,000 for the 2009-2010 school year.

11. Rescind Parent Paid Tuition Contract

RESOLVED that the Holland Township Board of Education rescinds the Preschool Parent Paid Tuition Contract between the Holland Township Board of Education and parents Mr. and Mrs. Michael Panicaro effective November 1, 2009 for the 2009-2010 school year.

12. Approve American Recovery and Reinvestment Act (ARRA) Grant Purchases

RESOLVED that the Holland Township Board of Education approves the following purchases utilizing the ARRA Grant funds, as budgeted and approved by the State of New Jersey:

Vendor: Howard Technology Solutions: NJ State Contract #70264

PRO D amplification systems, quantity 20, \$1,320 each	=	\$26,400
Receiver Mounting Trays, quantity 20, \$40 each	=	\$ 800
PRO Digital Installation	=	<u>\$ 5,000</u>
		Vendor Total \$32,200

Vendor: Maximus Incorporated:

TINET Special Education Case Management System

Software, Training and Documentation, Data conversion, Set Up/Installation

Project Management Vendor Total \$16,795

13. Approve the Prescription Plan and Medical Plan Premium Renewal Rate Increase January 1, 2010

RESOLVED that the Holland Township Board of Education approves the Bollinger Prescription Plan renewal rate increase of 17.0% and the Horizon Medical Plan renewal rate increase of 17.4% effective January 1, 2010 as quoted by LDP Consulting Group, Inc.

14. Approve 2010-2011 Integrated General Education Preschool Tuition

RESOLVED that the Holland Township Board of Education approves the 2010-2011 Integrated General Education Preschool tuition rate at \$2,000 per school year.

AYES: Friend, McDowall, Moebus (abstain checks to ESC and Teen Arts), Somers, Soucie, Geissler, Scheibener

Discussion: Reviewed the preschool tuition and enrollment and discussed the general education requirements for the integrated program.

MOTION PASSES

A. Communications Committee

Reviewed the committee activities and the Community Advisory Committee

B. Board Goals/Timelines

Review current Board goal planning ~ a preliminary list will be presented at the January 2010 Regular Board Meeting: List includes the following board suggestions: Strauss Esmay Completion, Green Technology Facilities Planning, All teachers and staff to develop websites, full Board of Education certification.

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

C. Supplementary Matters

Update on Board Vacancy ~ no applicants at this time; application deadline is December 18th with plans to interview at the January Regular Board of Education Meeting.

D. Comments: Public – General ~ None

E. Executive Session

MOTION: Enter Executive Session by Mr. Moebus, seconded by Mr. Geissler at 8:42pm

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
- Legal 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.

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

MOTION PASSES

MOTION: Enter Public Session by Mr. Moebus, seconded by Mr. Geissler at 9:53pm

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

MOTION PASSES

Adjournment

MOTION by Mr. Moebus, seconded by Mr. McDowall to adjourn the meeting at 9:54pm.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Abigail J. Postma, RSBA/Board Secretary