

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

Regular December Board Meeting: December 21, 2010 7:30 P.M.

Roll Call

Board Members Present: McDowall, Moebus, Schneider, Scott (present 7:35),
Somers, Soucie, Vandenburg, Geissler

Absent: Scheibener

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

Public Present: 50 Visitors

Correspondence/Presentations

- Presentation of Honor Roll Certificates by Dr. Nancy Yard
- Vice-President Geissler announced the Board received a letter from Ms. Sandi Davi

Approval of Minutes of Previous Meetings

MOTION by Mr. McDowall, seconded by Mr. Schneider to approve the following
Minutes from the previous meeting(s):

November 23, 2010 Regular Board Meeting and Executive Session

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

ABSTENTION: *Geissler*

MOTION APPROVED

Comments: Board President/Board Members

- Board Reminder Holiday Breakfast for Staff will be Thursday

Comments: Superintendent

- o *Superintendent/BOE Update:*
 - a) Enrollment Update
 - b) Shire & Anderson Bus Stop: Awaiting for the Safety Assessment.
 - c) Shared Services Seminar Hosted by Freeholder Rob Walton
 - d) Strep Throat Update: 29 cases since December
 - e) Technology Update: Holland Township School District has been the lead agency for the internet consortium since 1995. DVRHS held a meeting on Wednesday, 12/15 to present the idea of them becoming the lead agency: Mr. Suarez, Ms. Postma, John Jesiolowski, and Jason Kries attended.
 - f) Calendar of Events
 - g) Educational Issues/Updates: Current Legislative Update: State residency, nomination of Christopher Cerf to be the next Commissioner of Education.

Comments: Principal

- o Dr. Yard updated the BOE on the successful Holiday Concerts, K-2 Sing-Along, and the on-going classroom activities for December.

Comments: Public – Agenda Items Only

- o None

Superintendent Action Items

Personnel

MOTION by Mr. Geissler, seconded by Mr. McDowall 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 New or Revised Job Descriptions
RESOLVED that the Holland Township Board of Education approves the following new or revised job descriptions:

- a. Superintendent of Schools
 - b. K-8 Art Teacher
 - c. Athletic Coach
 - d. Assistant Athletic Coach
 - e. Bus Aide
 - f. Cafeteria Aide
 - g. Early Childhood Education Teacher
 - h. Educational Facilities Manager
 - i. Elementary Education Teacher
 - j. Extra-Curricular Activity Advisor
 - k. Health and Physical Education Teacher
 - l. K-8 Music Teacher
 - m. K-8 Subject Area Teacher
 - n. Library Media Clerk
 - o. School Library Media Specialist
 - p. School Nurse
 - q. Special Education Teacher
 - r. Assistant to the Business Administrator
4. Approve Substitute Teacher L-3
RESOLVED that the Holland Township Board of Education approves Amy M. Kucharski as a substitute teacher.
5. Approve Substitute Teacher L-4
RESOLVED that the Holland Township Board of Education approves Matthew J. Lick as a substitute teacher.
6. Approve Substitute Aide, Clerk and Cafeteria Aide L-5
RESOLVED that the Holland Township Board of Education approves Michele Schwallie as a substitute aide, clerk and cafeteria aide.
7. Approve Revised NJ Family Leave Act Request
RESOLVED that the Holland Township Board of Education approves Heather Sorge's revised NJ Family Leave Act request to begin October 7, 2010 until on or about January 13, 2011.

8. Approve Teresa Klapper to Fill Spanish Vacancy

RESOLVED that the Holland Township Board of Education appoint Teresa Klapper to the vacant Spanish teaching position retroactive to November 29, 2010 through December 23, 2010. Ms. Klapper will be paid as per Board Policy 3125 as follows:

Regular per diem substitute rate of \$80.00 per day for the first ten consecutive school days and effective on the eleventh consecutive day in the position, the rate shall be 1.3 times the regular per diem substitute rate (104.00), and shall be retroactive to the first day.

9. Approve Appointment of Teacher of Spanish Maternity Leave Position

RESOLVED that the Holland Township Board of Education appoint Mr. Sean Quinn as an emergent hire to fill the Teacher of Spanish maternity leave position from January 3, 2011 to on or about March 24, 2011. Mr. Quinn will be paid as per as follows:

Regular per diem substitute rate \$80.00, as 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 31st consecutive school day in the position the per diem amount will be 1/200th of step one of the teachers' salary guide (\$220.26).

AYES: McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Geissler

Discussion: Reviewed the expiration and update of the job descriptions

MOTION PASSES

Policy

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

1. Approve First Reading of Policy 1140

RESOLVED that the Holland Township Board of Education approves the first reading of Policy 1140 (Affirmative Action Program).

2. Approve First Reading of Policy 1523
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 1523 (Comprehensive Equity Plan).
3. Approve First Reading of Policy 1530
RESOLVED that the Holland Township Board of Education approve the first reading of Policy 1530 (Equal Employment Opportunities).
4. Approve First Reading of Policy 6360
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 6360 (Political Contributions).
5. Approve First Reading of Policy 6362
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 6362 (Contributions To Board Members and Contract Awards).
6. Approve First Reading of Policy 8420
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 8420 (Emergency and Crisis Situations).
7. Approve First Reading of Regulation 8420
RESOLVED that the Holland Township Board of Education approves the first reading of Regulation 8420 (Emergency and Non-Fire Evacuation Plan).
8. Approve First Reading of Regulation 8420.2
RESOLVED that the Holland Township Board of Education approves the first reading of Regulation 8420.2 (Bomb Threat).
9. Approve First Reading of Regulation 8420.7
RESOLVED that the Holland Township Board of Education approve the first reading of Regulation 8420.7(Lockdown Procedures).
10. Approve First Reading of Regulation 8420.10
RESOLVED that the Holland Township Board of Education approves the first reading of Regulation 8420.10 (Active Shooter).

11. Approve First Reading of Policy 3125 M-1
RESOLVED that the Holland Township Board of Education approves the first reading of Policy 3125 (Employment of Teaching Staff Members).
12. Approve First Reading of Bylaw 0131 M-2
RESOLVED that the Holland Township Board of Education approves the first reading of Bylaw 0131 (Bylaws and Policies).
13. Approve First Reading of Bylaw 0134 M-3
RESOLVED that the Holland Township Board of Education approves the first reading of Bylaw 0134 (Board Self Evaluation).
14. Approve First Reading of Bylaw 0157 M-4
RESOLVED that the Holland Township Board of Education approves the first reading of Bylaw 0157 (Board of Education Website).
15. Approve Bylaws
RESOLVED that the Holland Township Board of Education approves no changes, as recommended by the Policy Committee, for Bylaws 1042, 1042.1, 0110, 0120, 0132

AYES: McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Geissler

Discussion: Clarification on the procedure of suspension of policy.

MOTION PASSES

Finance & Facilities

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

1. Approve Payment of the Payroll Bill List N-1
WHEREAS the Board Secretary has presented a payroll check register for November 30, 2010 in the amount of \$296,662.78.
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	\$ 293,890.13
(20) Special Revenue Fund	\$ 2,772.65
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$ 296,662.78

2. Approve Payment of the Bill List

N-2

WHEREAS the Board Secretary has presented a check register for December 21, 2010 in the amount of \$248,890.08.

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	\$ 232,547.84
(20) Special Revenue Fund	\$ 16,342.24
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$ 248,890.08

3. 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.

4. Accept the Prescription Plan and Medical Plans Premium Renewal Rate Increase January 1, 2011 through December 31, 2011

RESOLVED that the Holland Township Board of Education accepts the Prescription and Medical Plans renewal for the period effective January 1, 2011 through December 31, 2011, as quoted by LDP Consulting Group, Inc;

RESOLVED that the Holland Township Board of Education accepts the Bollinger Prescription Plan renewal rate increase of 14.0%,

FURTHER RESOLVED that the Holland Township Board of Education accepts the Horizon Blue Cross Blue Shield of New Jersey Plan renewal rate increase of 14% for the CMM and PPO Plans, and the 15.2% increase for the HMO Plan; and

RESOLVED the Holland Township Board of Education accepts a 0% increase for the Standard Insurance Company Long Term Disability Plan;

FURTHER RESOLVED that the Holland Township Board of Education accepts the Employee Assistance Program (EAP) to the Long Term Disability Insurance Program through Standard Insurance at no additional cost to the Board Of Education.

5. Accept Donation to Library

RESOLVED that the Holland Township Board of Education accept a donation to the Library in the amount of \$100.00 from Frenchtown-Milford VFW Post 7587.

AYES: McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Geissler

Discussion: Mr. Somers stated that he did not appreciate how DVRHS presented the internet consortium proposal to become the lead agency over HTSD. He added that the high school should have treated HTSD as a partner of the program when reviewing the option of changing the lead agent. Mr. Somers also would like a continued review of the pros/cons of changing the lead agency for the internet consortium. Mr. Suarez stated that he will continue to seek input on the technology advantages and disadvantages of the changing the lead to the high school.

MOTION PASSES

Communications Committee

The Committee suggested that the BOE hold a public forum for developing the 2011/12 school budget.

MOTION by Mr. Soucie, seconded by Mr. McDowall to approve a 6:30pm public budget forum on January 25th, 2011, prior to the January Regular Board of Education Meeting and to be advertised as such.

MOTION APPROVED UNANIMOUSLY

Board Goals/Timelines

Reviewed Goals and Timelines

Supplementary Matters

- Update on District Goals
- Update on Board and Committee Goals
- Distribution of Strategic Plan for future review and discussion

Comments: Public – General: NONE

Executive Session

MOTION by Mr. Schneider, seconded by Mr. Moebus to approve Entering into ***Executive Session at 9:20pm 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 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: McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Geissler

MOTION PASSES

MOTION by Mr. Moebus, seconded by Mr. Somers to move to ***Public Session*** at 9:59pm.

AYES: *McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Geissler*

MOTION PASSES

ADJOURNMENT:

MOTION by Mr. Schneider, seconded by Mr. Soucie to adjourn the meeting at 10:00pm

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Abigail Postma, RSBA/Board Secretary