

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

Regular Board Meeting: December 20, 2011 7:00 P.M.

Time and Place

The Regular Board Meeting was held on December 20, 2011 by the Board of Education of the Holland Township School District, Hunterdon County, in the Auditorium of the Holland Township Elementary School, 714 Milford-Warren Glen Road, Milford, New Jersey 08848.

Sunshine Notice

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231 Laws of 1975, adequate notice of this meeting was provided through the public notice on September 15th, 2011 by:

- A. Faxing to the Hunterdon County Democrat and Express Times
- B. Posting on the District Website and the bulletin board in the main hallway of the school
- C. Filing with the Clerk of the Township of Holland

Call to Order

The meeting was called to order at 7:00 p.m. by Board President Scheibener.

Roll Call

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

Absent: None

School Personnel Present: Mr. Suarez, Superintendent, Dr. Yard, Principal,
Dr. Stannard, CST Supervisor

Absent: Mrs. Postma, SBA/Brd. Sec.

Public Present: 4 Visitors

Presentation:

**Honor Roll Certificate Presentation ~ Dr. Nancy Yard, Lorraine Scheibener
Board of Education Saving Bond Drawing ~ Winner: Kallista Saam
Results of Community Survey ~ Bill Soucie**

Approval of Minutes of Previous Meeting

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

November 22, 2011 Regular Board Meeting and Executive Meeting

AYES: McDowell, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Geissler, Scheibener

MOTION APPROVED

Comments: Board President/Board Members

- o Board President reported that she attended Regional Bd. President's Mtg. – discussed the possibility of joint initiatives, as boards we should develop common vision. Will work on a resolution for presentation to the full board.

Comments: Superintendent

- a) Bullying Investigations Report. Report attached.
- b) Superintendent Comments – attached.

Comments: Principal

- a) Holiday Concert
- b) Deb Miers & toy drive. 17 families in Holland Twp. were provided toys.
- c) Pre-School program – December 21st.

Comments: Public (Agenda Items)

- a) Mrs. Laura Burke inquired on the status of transportation route HO1-A

Superintendent Action Items

Education

MOTION by Mr. McDowell, seconded by Mr. Schneider to approve the following Action Items as recommended by the Superintendent:

1. Approve Special Education Parent Workshop

RESOLVED that the Holland Township Board of Education approves the following Special Education Parent Workshop to be presented on April 3, 2012 by Alicia Stevenson

at the rate of \$600.00. The "Parenting/Teaching a Challenging Child" workshop will also be open to all parents in the district.

2. Approve NJQSAC Statement of Assurance

RESOLVED that the Holland Township Board of Education approves the completed NJQSAC Statement of Assurance for submission to the Department of Education.

3. Approve Functional Behavioral Assessment

RESOLVED that the Holland Township Board of Education approves a Functional Behavioral Assessment to be conducted by Laura Roth for student #119 not to exceed \$1,500.00 retroactive to December 12, 2011.

AYES: McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, 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 (see Bd. File Portal)

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

2. Approve Staff Summaries of Approved Conferences/Workshops (see Bd. File Portal)

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

3. Approve Unpaid Personal Leave

RESOLVED that the Holland Township Board of Education approves an unpaid day for Heather Sorge on February 16, 2012.

FURTHER RESOLVED that the following payroll check for Heather Sorge will be deducted for her unpaid day on February 16, 2012.

4. Approve Unpaid Personal Leave

RESOLVED that the Holland Township Board of Education approves unpaid days for Rose Branosky on February 2, 3, 7, 9, 10 and 14, 2012.

FURTHER RESOLVED that the following payroll check for Rose Branosky will be deducted for her unpaid days on February 2, 3, 7, 9, 10 and 14, 2012.

5. Approve Special Education Bus Aide

RESOLVED that the Holland Township Board of Education approves Sylvia Donaldson as a special education bus aide for student #122 retroactive from December 1, 2011 until the end of the current school year. Her duties include riding the PM bus approximately 35 minutes or until the end of the bus run five days per week at the rate of \$21.65 per hour.

6. Approve Special Education Bus Aide

RESOLVED that the Holland Township Board of Education approves Debbie Flood as a special education bus aide for student #122 retroactive from December 1, 2011 until the end of the current school year. Her duties include riding the AM bus approximately 50 minutes or until the end of the bus run five days per week at the rate of \$21.65 per hour.

7. Approve Special Education Bus Aide

RESOLVED that the Holland Township Board of Education approves Phyllis Martin-Borrero as a special education bus aide for student #80 retroactive from October 28, 2011 until the end of the current school year. Her duties include riding the PM bus approximately 50 minutes or until the end of the bus run five days per week at the rate of \$20.92 per hour (Step 2 of 2009-2010 salary guide).

8. Approve Special Education Bus Aide

RESOLVED that the Holland Township Board of Education approves Louis Del Rosso as a special education bus aide for student #92 retroactive from September 1, 2011 until the end of the current school year. His duties include riding the PM bus approximately 50 minutes or until the end of the bus run five days per week at the rate of \$20.19 per hour.

9. Approve Substitute Aide, Library Clerk and Cafeteria Aide (see Bd. File Portal)

RESOLVED that the Holland Township Board of Education approves Linda McIntyre as a substitute aide, library clerk and cafeteria aide for the 2011-2012 school year.

10. Approve Substitute Aide, Library Clerk, Cafeteria Aide, and Secretary

RESOLVED that the Holland Township Board of Education approves Amanda Dech as a substitute aide, library clerk, cafeteria aide and substitute secretary for the 2011-2012 school year. (see Bd. File Portal)

11. Approve Substitute Aide (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Casey Clark as a substitute aide for the 2011-2012 school year.

12. Approve the Retirement of Pamela LaFevre (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education accepts the resignation of Pamela LaFevre for the purpose of retirement, with regret, effective March 1, 2012.

13. Approve Contract Agreement with Hunterdon County Educational Services (ESC) for Purpose of Providing Teaching Assistants
RESOLVED that the Holland Township Board of Education approves the Contract Agreement with Hunterdon County Educational Services Commission (ESC) for the purpose of providing teacher assistants to Holland Township School District beginning January 3, 2012 until the end of the 2011-2012 school year.

14. Approve Retroactive Pay
RESOLVED that the Holland Township Board of Education approves retroactive pay for Patricia Palmer in the amount of \$400.20 from July 1, 2010 to December 31, 2010.

15. Approve Part Time Special Education Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Ms. Elizabeth C. Buchanan as part time special education teacher (19.6 hours per week). Ms. Buchanan will start on Step 7 MA (\$52,786) of the teacher salary guide – prorated beginning January 3, 2012.

Action Item #13:

Discussion: *Board members discussed contracting services for aides by attrition. Feedback from other districts that are currently contracting is positive. We will “test the waters” and if it works, we will keep it going.*

AYES: McDowall, Schneider, Scott, Somers, Soucie, Vanderburg, Geissler, Scheibener
ABSTAIN: Moebus on Action Item #13 only.

MOTION PASSES

Policy

MOTION by Mr. Moebus, seconded by Mr. Geissler to approve the following Action Item as recommended by the Superintendent:

1. Approve Second Reading of Policy 2431.4

RESOLVED that the Holland Township Board of Education approves the second reading of Policy 2431.2 (Prevention and Treatment of Concussions and Head Injuries).

AYES: McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vanderburg, Geissler, Scheibener

MOTION PASSES

Finance & Facilities

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

1. Approve Transfer of Funds for the 2011-2012 School Budget N-1

RESOLVED that the Holland Township Board of Education approves the report of line item transfers within the 2011-2012 school budget, pursuant to Policy # 3160 for October 2011.

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 2011;

WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of October 2011; and

WHEREAS these reports show the following balances on October 2011.

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$1,218,849.06	\$1,218,849.06
(10) Capital Reserve	\$ 150,491.19	\$ 150,491.19
(20) Special Revenue Fund	- \$ 8,282.44	- \$ 8,282.44
(30) Capital Projects Fund	\$ 308,777.84	\$ 308,777.84
(40) Debt Service Fund	\$. .36	\$. .36
TOTAL	\$1,669,836.01	\$1,669,836.01

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 Nov. 15 and Nov.30 Payroll Bill List N-3

WHEREAS the Board Secretary has presented a payroll check register for November 15 and November 30, in the amount of \$584,191.97.

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	\$ 578,021.34
(20) Special Revenue Fund	\$ 6,170.63
(30) Capital Projects Fund	\$
(40) Debt Service Fund	\$
TOTAL	\$ 584,191.97

4. Approve Payment of the Bill List

N-4

WHEREAS the Board Secretary has presented a check register for December 20, 2011 in the amount of \$126,171.22.

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	\$116,976.72
(20) Special Revenue Fund	\$ 9,194.50
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$ 126,171.22

5. Accept VFW Donation

RESOLVED that the Holland Township Board of Education accept a \$100.00 donation received from VFW Post 7857, Frenchtown, NJ.

6. Accept the Prescription, Vision and Medical Plan Rates January 1, 2012 through June 30, 2013.

RESOLVED that the Holland Township Board of Education accepts the Prescription, Vision and Medical Plans rates for the period effective January 1, 2012 through June 30, 2013, as quoted by Brown & Brown Benefit Advisors.

RESOLVED that the Holland Township Board of Education accepts the Bollinger Prescription Plan renewal rate increase of 2.5%.

RESOLVED that the Holland Township Board of Education accepts the Direct Access medical rates listed below:

Single \$749.02
H/W \$1590.08
Family \$2161.11
P/C \$1394.62

RESOLVED that the Holland Township Board of Education accepts the Vision rates listed below:

Single \$7.18
Family \$15.43

7. Approve Out of District Transportation to Reed Academy

RESOLVED that the Holland Township Board of Education accepts the 2011-2012 transportation agreement to Reed Academy in the amount of \$23,842.00 for student number 22005.

8. Parent Paid Contract for 7th grade student for 2011-2012 (*Action #8 – was removed from agenda*)

RESOLVED that the Holland Township Board of Education approve the following Parent Paid Tuition Contract and accept the following student for the remaining 2011-2012 School Year:

Parent of	Student/Grade	Contract
Student#13006	(1) Grade 7	\$9339.00 (prorated)

Discussion: During Mr. Somers' Finance and Facilities report he stated that the committee had decided to keep bus route HOA-1 as it was approved by the board at the December 20, 2011

board of education meeting. Mrs. Scheibener indicated that the committee had a lot of discussion about Bus Route HO1-A.

AYES: McDowall, Moebus, Schneider, Scott (abstain#8), Soucie, Vandenburg, Geissler, Scheibener

Mr. Somers gave his Finance & Facilities Committee Report regarding police access to the web based security cameras. Mr. Schneider asked why it may be a concern for police to have access. Can we monitor when the police would log on? The board briefly discussed the issue and asked Mr. Suarez to look into it.

Communications Committee

Survey Results Update/Presentation

Discussion: Bill reported that the committee will do another survey in the spring. Lorraine asked how can we survey community members without students?

Supplementary Matters

Committee Meetings: Policy, Education, Personnel – 2nd. Thursday of each month.

Finance & Facilities, Commuications – 3rd Tuesday of each month

Comments: Public – General

None

MOTION: Enter Executive Session

MOTION by Mr. Moebus, seconded by Mr. Schneider to enter Executive Session at 8:17 pm:

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

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.

MOTION: Enter Public Session

MOTION by Mr. Moebus, seconded by Mr. McDowall to enter Public Session at 8:28 pm
MOTION APPROVED UNANIMOUSLY

ADJOURNMENT:

MOTION by Mr. Moebus, seconded by Mr. Geissler to adjourn meeting at 8:30 pm.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Emil J. Suarez, Superintendent

HOLLAND TOWNSHIP BOARD OF EDUCATION
Executive Session
December 20, 2011

Board Members Present: John McDowall (8:17 pm), William Moebus (8:17 pm), Roger Schneider (8:18 pm),
Vonnie Scott (8:19 pm), William Soucie (8:19 pm), Kathy Vandenburg (8:20 pm),
John Geissler (8:20 pm), Lorraine Scheibener (8:18 pm)

Board Members Absent: None

School Personnel Present: Emil J. Suarez, Superintendent
School Personnel Absent: Abigail Postma, RSBA/Board Secretary

The Board of Education reviewed the following:

1. Medical Leave Request: Mr. Suarez informed the board of a medical issue regarding Business Administrator and her need for a brief medical leave.
2. Confidential Personnel Matter: Mr Suarez shared with the board a confidential personnel matter regarding a faculty members' intent to retire.

Respectfully Submitted,

Emil J. Suarez, Superintendent