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

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**Annual Reorganization and Regular Board Meeting: May 3, 2011 7:30 P.M.**

**Time and Place**

The Annual Reorganization and Regular Board Meeting was held on May 3, 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 February 17<sup>th</sup>, 2011 by:

- A. Faxing to the Hunterdon Democrat
- 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 7:30 p.m. by Board Secretary Abigail J. Postma.

**Roll Call**

Board Members Present:	McDowall, Moebus, Scott, Somers, Soucie, Vandenburg, Scheibener
Absent:	Geissler, Schneider
School Personnel Present:	Mr. Suarez, Superintendent, Mrs. Postma, SBA/Brd Sec.; Nancy Yard, Principal; Kathy Stannard, Supv. of Special Services
Public Present:	35 Visitors

### **Correspondence/Presentations**

- Presentation by the Middle School Gifted and Talented and Elementary Enrichment
  
- Presentation/Discussion with Board Architect regarding the action on awarding/rejecting the bids from the April bid cycle #1.
  - a) Overview of the Bid Process: Lack of Bidders and over budget bids
  - b) Reviewed the reduction of scope of project may reduce the state share of funding
  - c) Discussed reviewing with administration the camera system to include the base bid of cameras and alternate to pull the wiring necessary to build-out the system to the maximum
  - d) Discussed that the GC contract must be re-bid; additional costs are associated with re-bid
  - e) Discussed that the Electrical contract must be re-bid; additional costs are associated with a re-bid
  - f) Architect recommends the award to AERO Plumbing and Heating, as they are lowest responsible bid.
  - g) Reviewed the scope which was cast by Faridy, Veisz, Fraytak; schematics without specifications, errors, and omitted the need to have masonry work completed
  - h) Costs associated with re-bid are documents and additional work by the architect
  - i) Recommends acceptance of Bid #2 Plumbing and Reject Bids #1 & #3 with authorization to re-bid #1 & #3
  
- Letter from Assemblyman Peterson
- Letter from the Sorge family regarding donation to the school district
- Copy of Township of Holland Meeting Agenda documenting school budget resolution for approving the tax levy for the 11/12 school budget

**Election Results:**

The results of the annual school election, held on April 27, 2011 as reported by the Board Secretary are:

1. Budget Defeated: Amount of Proposed Tax Levy Represented as the Ballot Question for the School Election April 27, 2011: **\$8,213,039**  
**\*Official**

**For: 357**

**Against: 423**

2. Election of Board Members  
*Members to the Board of Education for 3-Year Terms: 2011-2014:*

William Soucie

William F. Moebus

Joseph P. Somers, Jr.

**Oath of Office:**

The Board Secretary administered the Oath of Office to the 2011-2014 term members elected: William Soucie, William Moebus, and Joseph Somers

**Board Membership**

Full Board Membership: McDowall, Moebus, Schneider, Scott, Somers,  
Soucie, Vandenburg, Geissler, Scheibener

1. Nomination/Election of Board President  
*The Board Secretary will call for the nomination and election of a Board President. On election, the Board President will assume control of the meeting.*

**MOTION** by Mr. Moebus to nominate Lorraine Scheibener as President to the Holland Township Board of Education, seconded by Mr. Somers;

**MOTION APPROVED UNANIMOUSLY**

2. Nomination/Election of Board Vice-President

*The Board President will call for the nomination and election of a Vice-President.*

**MOTION** by Mr. Moebus to nominate John Geissler as Vice President to the Holland Township Board of Education, seconded by Mrs. Scott;

**MOTION APPROVED UNANIMOUSLY**

**MOTION** by Mr. Moebus, seconded by Mr. McDowall to approve the following action items #3 through #26 and #28.

3. Adoption of Rules, Policies and By-Laws

RESOLVED that all rules, policies and by-laws of the Holland Township School District presently in effect are hereby adopted.

4. Approval of Programs and Curriculum

RESOLVED that the programs, educational organization, textbooks, and the following curriculum guides of the Holland Township School District presently in effect are hereby adopted.

Arts  
P.E./Health  
LAL  
Math  
Science  
Social Studies  
World Language  
Technology  
Career Education

5. Approve Contracts and Agreements

BE IT RESOLVED that all continuing Contracts and Agreements of the Holland Township Board of Education presently in effect are hereby continued.

6. Child Study Team

BE IT RESOLVED that the Holland Township Board of Education approves the services of a Child Study Team: Learning Disabilities Teacher/Consultant, School Psychologist, and School Social Worker.

7. Annual Schedule of Regular Meetings H-1  
BE IT RESOLVED that beginning May 24, 2011, the Holland Township Board of Education will meet at 7:30 p.m. in the Holland Township School, on the fourth Tuesday of each month, to conduct regular business of the board of education, unless otherwise noted in the annual meeting schedule.

8. Tax Payment Schedule: General Fund Tax Levy  
BE IT RESOLVED that the Holland Township Board of Education approves the following tax payment schedule for tax levy funds from the Township of Holland for the Holland Township Board of Education general fund budget:

PAYMENTS:

1. July 1, 2011      2. September 1, 2011      3. November 1, 2011  
4. January 1, 2012      5. March 1, 2012      6. May 1, 2012

9. Official Publications  
RESOLVED that the *Hunterdon Democrat* hereby designated the official publication of the Holland Township Board of Education to receive official notices of the district; and,  
FURTHER, that *The Express-Times* is hereby designated the alternate official publication of the Holland Township Board of Education to receive official notices of the district.

10. Signatories  
BE IT RESOLVED that the following persons are authorized to sign on the accounts of the Holland Township Board of Education, as indicated:

General Account	Board President or Vice-President, Board Secretary and Treasurer
Capital Reserve Account	Board President or Vice-President, Board Secretary and Treasurer
Payroll Account	Treasurer or Board Secretary
Payroll Agency Account	Treasurer or Board Secretary
Unemployment Trust Fund	Treasurer or Board Secretary
Student Activity Account	Board Secretary, and Superintendent or Principal
Lunch Fund Account	Board Secretary and Treasurer

11. Depositories for School Funds  
BE IT RESOLVED that the following financial institutions are hereby designated official depositories for funds of the Holland Township Board of Education:

*Investors Savings Bank  
TD BankNorth  
New Jersey Cash Management Fund*

AND BE IT FURTHER RESOLVED the Holland Township Board of Education designates the School Funds Investor as the Board Secretary/Business Administrator pursuant to N.J.S.A 17:12B-241.

12. Tax Shelter Annuity Companies/Brokers

BE IT RESOLVED that the Holland Township Board of Education approves the following Tax Shelter Annuity Programs, 403b providers and representatives for the 2010-2011 school year for the Holland Township Board of Education Employees:

First Investors Corporation  
Lincoln Financial Group  
AXA Equitable  
Financial Resources & Retirement Advisory, Inc.  
Oppenheimer Funds Services  
Vanguard Group

13. Transfer of Funds

BE IT RESOLVED that the Holland Township Board of Education authorizes the Superintendent and the Business Administrator/Board Secretary to transfer funds from the General Account for the purpose of purchasing Certificates of Deposit, Repurchase Agreements and any other instruments of investment.

14. Appointment of Officers/Appointments ~ Reappointments

BE IT RESOLVED that the Holland Township Board of Education appoints the following officials, for the period July 1, 2011 through June 30, 2012:

Business Administrator/Board Sec	Abigail J. Postma
Treasurer of School Monies	Patti Fischer
Custodian of School Records	Abigail J. Postma
Attendance Officer	Police Chief John Harris
Affirmative Action Officer	Abigail J. Postma
504 Officer	Nancy Yard
Public Agency Compliance Officer	Emil Suarez
Drug Liaison Officer	Celeste Aliberti
DYFS Liaison	Celeste Aliberti
Right to Know Coordinator	James Stryker
AHERA Representative	James Stryker

Safety Committee Coordinator      James Stryker  
IPM Coordinator                        James Stryker

15. Section 125 Plan: Health Benefits

WHEREAS The Board wishes to continue the adoption of the Section 125 Cafeteria Plan, which permits employees to waive health benefit coverage in return for a taxable cash payment, and which will maintain the tax-free status of the health benefits themselves; and

WHEREAS The Board also wishes to continue the adoption of the Section 125 Cafeteria Plan, which will permit employees to pay the employee share of applicable health benefits with a payroll deduction taken before federal payroll taxes are computed; and

RESOLVED that the School Business Administrator/Board Secretary is appointed as Plan Administrator;

FURTHER RESOLVED that the Plan Administrator is hereby instructed to take such actions that are necessary and proper to implement the Plan, which are to include the continuation of adequate accounting and administrative procedures to administer the Plan, and notifying eligible employees of their options under the Plan.

16. Professional Services Contracts: Auditing, Architectural, Legal, Health

WHEREAS the Holland Township Board of Education is in need of **auditing, architectural, legal, and health services**; and other required services, WHEREAS NJSA 18A:18A-5a(1) and Chapter 440 of the laws of 1999 specifically exempt professional services contracts from competitive bids; NOW THEREFORE BE IT RESOLVED that the Board Secretary is authorized to execute contracts for the following professional services, from July 1, 2011 through June 30, 2012:

<i>Auditor</i>	<i>William Colantano Jr.</i>	<i>\$ 16,500 year</i>
<i>Architect</i>	<i>Chapin Architectural Services PA</i>	<i>\$160 per hour</i>
<i>Legal Counsel</i>	<i>Schwartz, Simon, Edelstein, Celso &amp; Kessler</i>	<i>\$165 per hour</i>
<i>Bond Counsel</i>	<i>Wilentz, Goldman &amp; Spitzer, P.A.</i>	<i>\$150 per hour</i>
<i>School Physician</i>	<i>Delaware Valley Family Health Cnt</i>	<i>\$ 250 per hour</i>
<i>Retainer fee for AED</i>	<i>Delaware Valley Family Health Cnt</i>	<i>\$2,968 per year</i>

17. Special Education Related Services Contracts

WHEREAS the Holland Township Board of Education is in need of required services for **special education related services**;

WHEREAS competitive quotations for services were received through the Business Office from the following special education related services vendors:

NOW THEREFORE BE IT RESOLVED that the Board Secretary is authorized to execute contracts for the following special education related professional services, from July 1, 2011 through June 30, 2012:

<i>Physical Therapy</i>	<i>Children's Therapy</i>	<i>\$94.00 per hour</i>
<i>Occupational Therapy</i>	<i>Children's Therapy</i>	<i>\$78.11 per hour</i>
<i>Behaviorist</i>	<i>Jeanette Murphy</i>	<i>\$75.00 per hour</i>
<i>Teacher of the Deaf</i>	<i>Summit Speech School</i>	<i>\$150.00 per hour</i>

18. Maintenance Services

WHEREAS the Holland Township Board of Education is in need of **maintenance services**;

WHEREAS competitive quotations for services were received through the Business Office from the following maintenance service vendors:

*School Plumber Quotations:*

*Richard Yard \$85 per hour*  
*Kirby Associates \$110 per hour*  
*Schaibles No Bid*  
*Mike Messick No Bid*

*School Electrical Quotations:*

*PW Metz: \$95 per hour*  
*Maglio Electric \$110 per hour*  
*Mt. Salem \$132.50 per hour*

*School HVAC Quotations:*

*CR Service \$78 per hour*  
*Metz Inc. \$81 per hour*  
*Hobbie Heat \$88 per hour*

*School Boiler Services Quotations*

*Metz Inc. \$81 per hour*  
*Hobbie Heat \$88 per hour*

NOW THEREFORE BE IT RESOLVED that the Board Secretary is authorized to execute contracts, on an as needed basis, for the following maintenance services, as per lowest price quotation, from July 1, 2011 through June 30, 2012:

<i>School Plumber</i>	<i>Richard E. Yard</i>	<i>\$85 per hour</i>
<i>School Electrician</i>	<i>P.W.Metz</i>	<i>\$95 per hour</i>
<i>School HVAC</i>	<i>CR Service Company</i>	<i>\$78 per hour</i>
<i>School Boiler Svcs.</i>	<i>Metz Inc.</i>	<i>\$81 per hour</i>

19. Cooperative Pricing Agreement with Hunterdon County Education Services Commission

RESOLVED that the Holland Township Board of Education approves the Cooperative Pricing Agreement between the Board of Education and the

Hunterdon County Education Services Commission for the 2011-2012 school year.

20. Petty Cash Account

RESOLVED that a Petty Cash Account be established for the 2011-2012 year, in the amount of \$300.00; and appoints Abigail Postma, School Business Administrator/Board Secretary as custodian of the same.

21. Authorization to Implement the 2011-2012 Budget

BE IT RESOLVED that the Superintendent and the School Business Administrator are authorized to implement the 2011-2012 school budget, once certified and finalized pursuant to local and state policies and regulations.

22. Authorization of Purchasing Agent

BE IT RESOLVED that the Holland Board of Education approves the following resolution:

WHEREAS, the Procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS, 18A: 18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate the bid threshold in a contract year, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a Board of Education to establish a bid threshold of \$36,000 if they employ a purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW THEREFORE BE IT RESOLVED, that the Holland Township Board of Education pursuant to the statutes cited above hereby appoints Abigail Postma, Business Administrator & Board Secretary as its duly authorized purchasing

agent, and is duly assigned the authority and responsibility for the purchasing activity of the Holland Township School District, and;

BE IT FURTHER RESOLVED, that Abigail Postma is hereby authorized to award contracts on behalf of the Holland Township School District Board of Education that are in aggregate less than 15% of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Abigail Postma is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

BE IT FURTHER RESOLVED, that Abigail Postma is hereby authorized as a purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to the same which authorizes her to issue contracts up to \$36,000 without soliciting competitive bids.

23. Authorization of State Contracts

BE IT RESOLVED that the Board of Education approves the following resolution:

WHEREAS, Title 18A:18A-10 provides that, a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the Holland Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the Holland Township School District desires to authorize its purchasing agent for the 2011-2012 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE BE IT RESOLVED, that the Holland Township School District Board of Education does hereby authorize Abigail Postma, the district purchasing agent to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list:

Apple Computer A70259  
Central Lewmar Paper LLC T58411  
Certified Chemical A60719

Dell Computers A81247  
Hewlett Packard (HP) A70262  
Howard Technology Solutions 70264  
Keyboard Consultants Inc A81193  
Kurtz A 65593  
Nickerson NJ, Inc A67809  
School Specialty A65606

24. Authorization to Implement the 2011-2012 Tuition Rates

BE IT RESOLVED that the Holland Township Board of Education implements the following Non-Resident and Resident Tuition Rates as follows:

*Kindergarten .....\$ 9,863*  
*Grades 1-5.....\$ 9,339*  
*Grades 6-8.....\$ 9,339*

*Preschool Special Education Integrated (LEA Out of District) Part Time .....\$10,200*  
*Preschool (Resident) Regular Program Part Time.....\$ 2,000*  
*Preschool (Resident Only) Regular Program PT: Qualified Reduced Lunch....\$1,500*  
*Preschool (Resident Only) Regular Program PT: Qualified Free Lunch.....\$1,000*

*Autistic Program.....\$22,000*  
*LLD Program.....\$18,000*

*Summer ESY Preschool Program.....\$ 1,500*  
*Summer Extended School Year Program...\$ 1,500*

25. Insurance Agents of Record

RESOLVED that the Holland Township Board of Education appoints the ADP Statewide Insurance Agencies, Inc. as Insurance Agent of Record, for the 2011-2012 school year; and, further

RESOLVED that the Holland Township Board of Education appoints Brown & Brown Benefit Advisors formally known as LDP Consulting Group as Agent of Record for employee benefits, for the 2011-2012 school year;

FURTHER RESOLVED that the Board Secretary has permission to review other brokers for possible savings.

26. Approve Travel and Expense Reimbursement for 2011-2012

RESOLVED that the 2011-2012 Holland Township School Budget includes staff travel and expense;

WHEREAS, as per NJAC 6A:23B-1.29(b), the budget provides a maximum expenditure amount that may be allotted for travel and expense reimbursement,

NOW THEREFORE BE IT RESOLVED that the Holland Township Board of Education establishes the school district travel maximum for the 2011-2012 school year at the sum of \$65,000, and

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded;

BE IT FURTHER RESOLVED included in this amount is a maximum business travel amount of \$1,500 per employee.

BE IT FURTHER RESOLVED, that the Holland Township Board of Education established a maximum school district travel amount of \$65,000 for the 2010-2011 budget and \$5,077 has been approved to be expended as of February 2011.

27. Appointment of Board Representatives

BE IT RESOLVED that the Holland Township Board of Education appoints representatives and alternates to the following organizations:

*Hunterdon County ESC.....William Moebus*  
*Alternate HCESC.....Joseph Somers*  
*Hunterdon County School Boards Association.....William Moebus*  
*Alternate HCSBA.....Kathy Vandenburg*  
*New Jersey School Boards Association.....OPEN*  
*Alternate NJSBA.....OPEN*  
*HTS PTO Representative.....John McDowall*  
*Alternate HTS PTO Alternate.....Vonnie Scott*

28. Approve the Board of Education Membership Code of Ethics

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BE IT RESOLVED that the Holland Township Board of Education approves and accepts the Board Member Code of Ethics;

FURTHER RESOLVED each Board of Education Member will sign the documentation that he/she has received a copy of the code and it is understood;

1. *I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.*
2. *I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.*
3. *I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.*
4. *I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.*
5. *I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.*
6. *I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.*
7. *I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.*
8. *I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.*
9. *I will support and protect school personnel in proper performance of their duties.*
10. *I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.*

**AYES:** McDowall, Moebus (Abstain ESC approval), Scott, Somers, Soucie, Vandenburg, Scheibener

**MOTION PASSES**

**Approval of Minutes of Previous Meetings**

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

**March 2, 2011 Special Board Meeting: Budget Work Session**

**March 2, 2011 Executive Session**

**March 23, 2011 Budget Hearing and March Regular Meeting**

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

**MOTION APPROVED**

**Addendum: Approval to the Agenda**

**MOTION** by Mr. Moebus, seconded by Mr. McDowall to approve the Addendum:

**MOTION APPROVED UNANIMOUSLY**

**Action Item Finance & Facility # 10**

**Approve the Reduced 2011-2012 Final School Budget**

WHEREAS, the Holland Township Board of Education submitted the 2011-2012 budget to the legal voters of the Township of Holland on April 27, 2011 for approval,

and WHEREAS, the budget was defeated at the polls by 61 (*unofficial*) votes, and

WHEREAS the Committee of the Township of Holland met May 3, 2011 and passed a resolution to decrease the 2011-2012 budget by \$77,000 and certified the general fund tax levy to be collected for the 2011-2012 school year in the amount of \$8,136,039;

FURTHER RESOLVED that the Holland Township Board of Education accepts the reduction of \$77,000 tax levy in the 2011-2012 School Budget from the Township of Holland Officials;

AND FURTHER RESOLVED the Holland Township Board of Education approves the reductions in the following appropriation line items in the amounts listed below:

11 190 100 610	Reduce K-8 Instructional Supplies	(\$ 2,000)
11 204 100 101 101	Reduce Special Education Salaries	(\$18,000)
11 230 100 101 101	Reduce 0.5 Academic Support Salaries	(\$23,000)
11 000 262 100 101	Reduce Custodial Salaries	(\$10,000)
11 000 291 280	Reduce Tuition Reimbursement	(\$ 5,000)

11 000 291 270      Reduce Health Benefits      (\$19,000)

**TOTAL REDUCTION (\$77,000)**

**Explanation of Reductions:**

Teacher Reduction: One half teacher by attrition.	\$23,000
Reduction of Special Education salary due to difference realized by retirement.	\$18,000
Reduction in custodial salaries due to difference realized by retirement.	\$10,000
Reduction in Tuition Reimbursement due to expectation of reduced need.	\$5,000
Reduction in Health Benefits due to change in Personnel	\$19,000
Reduction of K-8 Instructional Supplies due to decreased enrollment.	\$2,000
<b>Total Reductions</b>	<b>\$77,000</b>

AND FURTHER RESOLVED that the Holland Township Board of Education accepts the reduced local tax levy to support the general fund of the 2011-2012 School Budget and certifies the local tax levy amount to be collected in the amount of \$8,136,039;

BE IT FURTHER RESOLVED the Holland Township Board of Education approves the final 2011-2012 Holland Township School District Budget for submission to the Executive County Superintendent of Schools, The New Jersey Department of Education and the Hunterdon County Board of Taxation.

**Comments: Board President/Board Members**

- Board President thanked the Board members for re-electing her to President
- Board President recommended the members to email her the committee choices for assignment for the 11/12 school year.
- Mr. Moebus suggested the website to honor our student achievements, historically throughout the years.

**Comments: Superintendent**

- o *Superintendent/BOE Update:*
  - a) Enrollment Update
  - b) Testing Update
  - c) Technology Update
  - d) Emergency Drills and Lockdown update
  - e) Meeting with the Mayor and Committee Members regarding the finalization of the 2011/12 school budget was productive; budget tax levy was approved earlier this evening by the Township Committee and the BOE, under recommendation of the Superintendent, will accept the tax levy and approve the \$77,000 reduction of levy and expenses in the 2011/12 budget to finalize the budget for the school year.
  - f) Educational Issues/Updates

**Comments: Principal**

- o Dr. Yard updated the BOE on current student activities; Dog Listener Program, Grade 4 Immigration Program, and Family Gardening Day
- o Dr. Yard thanked the staff for all of their hard work and dedication to the district.

**Comments: Public – Agenda Items Only**

- o 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 Acceptance of Donation for Tournament of Champions

RESOLVED that the Holland Township Board of Education approves acceptance of a donation in the amount of \$2,000.00 on behalf of the Daniel Hutchins Memorial Fund submitted by Don and Jeanine Hutchins to be used for costs incurred during the Tournament of Champions.

2. Approve Acceptance of Donation from Home Depot

RESOLVED that the Holland Township Board of Education approves acceptance of a donation in the amount of \$250.00 to be applied toward the school's Discovery Garden.

3. Approve PTO Donation for Classroom Libraries

RESOLVED that the Holland Township Board of Education approves the acceptance of a donation made by the PTO in the amount of \$3,600 to be applied equally toward the purchase of books for each of the K-8 classroom libraries.

4. Approve Acceptance of ACE Program Donation

RESOLVED that the Holland Township Board of Education approves the acceptance of a donation, in the amount of \$1,000 made by Mr. and Mrs. Sorge to be applied to the Holland Township School ACE Program.

5. Approve Class Trips

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

Grade 8	Delaware River Experience	June, 2011
McWilliams	Thomas Edison Museum, West Orange, NJ	May 18, 2011

6. Approve School Calendar 2011-2012

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RESOLVED that the Holland Township Board of Education approves the calendar for the 2011-2012 School Year.

7. Approve Early Dismissals

RESOLVED that the Holland Township Board of Education approves June 21, 22 and 23, 2011 as early dismissal days.

8. Approve Eighth Grade Graduation

RESOLVED that the Holland Township Board of Education approves June 23, 2011 for the eighth grade graduation.

**Discussion:** *Mr. Suarez noted that the school calendar is the same as the high school, however the snow days for our school will be added at the end of the year; Mr. Moebus noted that a thank you letter should be sent to the donors.*

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

**MOTION PASSES**

**Personnel**

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

1. Approve Staff Attendance at Conferences/Workshops H-1  
RESOLVED that the Holland Township Board of Education approves staff attendance at conferences.
2. Approve Staff Summaries of Approved Conferences/Workshops H-2  
RESOLVED that the Holland Township Board of Education accepts the staff summary sheets for BOE approved workshops.
3. Approve Substitute Nurse H-3  
RESOLVED that the Holland Township Board of Education approves Chihping Walukiewicz as a substitute nurse.
4. Approve to Abolish Job Descriptions/Positions  
RESOLVED that the Holland Township Board of Education approves to abolish the following job descriptions/positions:
  - Chief School Administrator
  - Mini Course Advisor
  - Creative Arts Teacher
5. Approve Revised Extended School Year Teacher and Aides Hours  
RESOLVED that the Holland Township Board of Education approves Heather Sorge to ride the Extended School Year bus to and from the program with student #111.  
FURTHER RESOLVED that all Extended School Year teachers approved at the March 22, 2011 board meeting will work from 8:30 am ~ 1:00 pm and all aides

approved at the March 22, 2011 board meeting will work from 8:45 am ~ 1:00 pm.

6. Approve Placement of Student Teacher for the 2011 Extended School Year

RESOLVED that the Holland Township Board of Education approves the placement of Rowan University student Wade Chilmonik as a student teacher in the middle school Extended School Year program under the guidance of Stephanie Wargin, the classroom teacher. This is a non-paid position required to obtain Mr. Chilmonik's Special Education Certification.

7. Approve Consultation Services with Dr. Marcia Brayden

RESOLVED that the Holland Township Board of Education approve phone consultation services with Dr. Marcia Brayden, a Fragile X Consultant, for student #94 at the rate of \$150.00 per hour not to exceed 30 hours for the 2011-2012 school year.

8. Approve Substitute for Extended School Year

RESOLVED that the Holland Township Board of Education approves Heather Bazarnicki as a substitute teacher for the Extended School Year at a rate of \$40.77 per hour subject to change after settlement of contract.

9. Approve Professional Development Hours

RESOLVED that the Holland Township Board of Education approves the below staff members for workshop preparation for presentation to be given at the Schools to Watch National Forum; 2 hours each for the following salary totals to be paid from the Schools to Watch Grant (subject to settlement of contract):

Jason Kries	\$40.77/hr x 2 hours = \$ 81.54
Jennifer Marycz	\$40.77/hr x 2 hours = \$ 81.54
Trudy Slawik	\$50.07/hr x 2 hours = \$100.14
Total	\$263.22

10. Approve Reduction in Force

RESOLVED that the Holland Township Board of Education, due to budgetary constraints, approves the following staff members being reduced in force:

Stacy Hess – teacher

Wade Chilmonik – Academic Support – reduced from full time to part-time

11. Appoint Staff for the 2011-2012 School Year H-4  
RESOLVED that the Holland Township Board of Education approves to rehire teachers, support staff, non-tenured staff, non-association staff for the 2011-2012 school year as per the enclosed listing.
12. Approve Organizational Chart for 2011-2012 School Year H-5  
RESOLVED that the Holland Township Board of Education approves the Organizational Chart for the 2011-2012 School Year.

**DISCUSSION:** Add to List H-4 Kathy Dermody, accidentally omitted from list; Mr. Moebus corrected the date in #5 to 23<sup>rd</sup>.

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

**MOTION PASSES**

### **Policy**

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

1. Adoption of Policy 2415.04  
RESOLVED that the Holland Township Board of Education approves the adoption of Policy 2415.04 (Title I District-Wide Parental Involvement).
2. Adoption of Policy 1230  
RESOLVED that the Holland Township Board of Education approves the adoption of Policy 1230 (Superintendents Duties).
3. Adoption of Policy 1522  
RESOLVED that the Holland Township Board of Education approves the adoption of Policy 1522 (School Level Planning).
4. Adoption of Policy 2461  
RESOLVED that the Holland Township Board of Education approves the adoption of Policy 2461 (Special Education/Receiving Schools).

5. Adoption of Policy 5561

RESOLVED that the Holland Township Board of Education approves the adoption of Policy 5561 (Use of Physical Restraint).

6. Adoption of Policy 0168

RESOLVED that the Holland Township Board of Education approves the adoption of Policy 0168 (Recording Board Meetings).

7. Adoption of Policy 0174

RESOLVED that the Holland Township Board of Education approves the adoption of Policy 0174 (Legal Services).

8. Approve First Reading of Regulation 3144

RESOLVED that the Holland Township Board of Education approves the first reading of Regulation 3144 (Certification of Tenure Charges).

9. Approve First Reading of Policy 6150

RESOLVED that the Holland Township Board of Education approves the first reading of Policy 6150 (Tuition Income).

10. Approve First Reading of Policy 6220

RESOLVED that the Holland Township Board of Education approves the first reading of Policy 6220 (Budget Presentation).

11. Approve First Reading of Policy 6311

RESOLVED that the Holland Township Board of Education approves the first reading of Policy 6311 (Contracts for Goods or Services Funded by Federal Grants).

12. Approve First Reading of Policy 6820

RESOLVED that the Holland Township Board of Education approves the first reading of Policy 6820 (Financial Reports).

13. Approve First Reading of Bylaw xxxx

RESOLVED that the Holland Township Board of Education approves the first reading of Bylaw xxxx (Participation in Shared Services/Consortium Agreements).

**DISCUSSION:**

**AYES:** McDowall, Moebus, 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 J-1  
 RESOLVED that the Holland Township Board of Education approves the report of line item transfers within the 2010-2011 school budget, pursuant to Policy # 3160.
  
2. Accept Monthly Financial Report J-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 *March 2011*;  
 WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of *March 2011*; and  
 WHEREAS these reports show the following balances on *March 31, 2011*:

<u>Fund</u>	<u>Board Secretary Cash Balance</u>	<u>Treasurer Cash Balance</u>
(10) General Fund	\$1,577,489.49	\$1,577,489.49
(10) Capital Reserve	\$40,619.01	\$40,619.01
(20) Special Revenue Fund	\$-39,614.97	\$-39,614.97
(30) Capital Projects Fund	\$388,152.50	\$388,152.50
(40) Debt Service Fund	\$1.36	\$1.36
<b>TOTAL</b>	<b>\$1,966,647.39</b>	<b>\$1,966,647.39</b>

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 Payroll Bill List

J-3

WHEREAS the Board Secretary has presented payroll check registers for March 15 and March 31, 2011 in the amount of \$602,998.02.

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>	\$ 594,994.44
<b>(20) Special Revenue Fund</b>	\$ 8,003.58
<b>(30) Capital Projects Fund</b>	\$ 0
<b>(40) Debt Service Fund</b>	\$ 0
<b>TOTAL</b>	<b>\$ 602,998.02</b>

4. Approve Payment of the Bill List

J-4

WHEREAS the Board Secretary has presented al check register for May 3, 2011 in the amount of \$870,497.35.

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>	\$ 579,291.53
<b>(20) Special Revenue Fund</b>	\$ 14,289.09
<b>(30) Capital Projects Fund</b>	\$ 569.23
<b>(40) Debt Service Fund</b>	\$ 276,347.50
<b>TOTAL</b>	<b>\$ 870,497.35</b>

5. Approve Increase in Legal Expenditure Budget Line Item

RESOLVED that the Holland Township Board of Education approves the increase in the legal professional services budgetary expense line (11-000-230 -331) from the original budget amount of \$10,000 increased to \$30,000 for the 2010/11 school budget.

6. School Lunch Program Contract 2011-2012

WHEREAS, the Holland Township Board of Education sought competitive bids for the food service program through the regional school districts of the Delaware Valley Regional High School District during the Spring of 2011; WHEREAS, the successful low bid through the cooperative bidding process is Maschio's Food Services;

WHEREAS, the Holland Township Board of Education accepts the submitted proposal by Maschio's Food Services and approves of the contract for the 2011-2012 school year (September 1, 2011 through June 30, 2012) with a total management fee of \$7,750, which is a 0% increase from the 2009/10 management contract;

FURTHER RESOLVED, the total revenue for all sources less program costs, including the administrative/management fee will be a loss no greater than \$0;

Maschio's Food Services will guarantee a "No-Cost" operation for the 2011-2012 school year.

7. School Lunch Prices 2011-2012 School Year

WHEREAS, the Holland Township Board of Education approves the following student and adult lunch prices for the 2011-2012 school year, FURTHER RESOLVED the prices reflect a 0% increase from the 2008-2009 school year:

Student Lunch..... \$2.50  
Adult Lunch..... \$3.00  
Milk..... \$0.60

8. Approve the Unemployment Transfer for the Month of May 2011

RESOLVED that the Holland Township Board of Education approves transfer in the amount of \$20,000 from the general fund to the unemployment fund account for the month of May 2011.

9. Various Rehabilitation Capital Project: Acceptance of Bids

J-5

BE IT RESOLVED that the Holland Township Board of Education, on recommendation of the District Architect, acknowledge the receipt of bids received on April 27, 2011 at 2:00 pm for the above mentioned project under State Plan Number 2220-060-10-1004, and SDA Project Number 2220-060-10-GOHZ, and Section 15 Grant Number G5-4277; And, be it further

RESOLVED that Board of Education, on recommendation of the District Architect will decline the bid for Contract #1 General Construction due to the bid amount exceeding the approved project budget, and further resolved to authorize the School Business Administrator to rebid the General Construction contract work, with adjustments; And, be it further

RESOLVED that Board of Education, on recommendation of the District Architect will accept the bid for Contract #2 Plumbing Work, from Aero Plumbing and Heating and award the Contract #2 for the amount of their low responsive bid, \$22,599.00; And, be it further

RESOLVED that Board of Education, on recommendation of the District Architect will decline the bid for Contract #3 Electrical Work due to the bid amount exceeding the approved project budget, and further resolved to authorize the School Business Administrator to rebid the Electrical contract work, with adjustments.

**10. Approve Final 2011/2012 School Budget**

**BUDGET ENCLOSURES**

RESOLVED that the Holland Township Board of education approves the following resolution:

WHEREAS, the Holland Township Board of Education submitted the 2011-2012 budget to the legal voters of the Township of Holland on April 27, 2011 for approval,

and WHEREAS, the budget was defeated at the polls by 61 (*unofficial*) votes, and

WHEREAS the Committee of the Township of Holland met May 3, 2011 and passed a resolution to decrease the 2011-2012 budget by \$77,000 and certified the general fund tax levy to be collected for the 2011-2012 school year in the amount of \$8,136,039;

FURTHER RESOLVED that the Holland Township Board of Education accepts the reduction of \$77,000 tax levy in the 2011-2012 School Budget from the Township of Holland Officials;

AND FURTHER RESOLVED the Holland Township Board of Education approves the reductions in the following appropriation line items in the amounts listed below:

11 190 100 610	Reduce K-8 Instructional Supplies	(\$ 2,000)
11 204 100 101 101	Reduce Special Education Salaries	(\$18,000)
11 230 100 101 101	Reduce 0.5 Academic Support Salaries	(\$23,000)
11 000 262 100 101	Reduce Custodial Salaries	(\$10,000)
11 000 291 280	Reduce Tuition Reimbursement	(\$ 5,000)
11 000 291 270	Reduce Health Benefits	(\$19,000)

**TOTAL REDUCTION (\$77,000)**

**Explanation of Reductions:**

Teacher Reduction: One half teacher by attrition.	\$23,000
Reduction of Special Education salary due to difference realized by retirement.	\$18,000
Reduction in custodial salaries due to difference realized by retirement.	\$10,000
Reduction in Tuition Reimbursement due to expectation of reduced need.	\$5,000
Reduction in Health Benefits due to change in Personnel	\$19,000
Reduction of K-8 Instructional Supplies due to decreased enrollment.	\$2,000
<b>Total Reductions</b>	<b>\$77,000</b>

AND FURTHER RESOLVED that the Holland Township Board of Education accepts the reduced local tax levy to support the general fund of the 2011-2012 School Budget and certifies the local tax levy amount to be collected in the amount of \$8,136,039;

BE IT FURTHER RESOLVED the Holland Township Board of Education approves the final 2011-2012 Holland Township School District Budget for submission to the Executive County Superintendent of Schools, The New Jersey Department of Education and the Hunterdon County Board of Taxation.

**AYES:** McDowall, Moebus, Scott, Somers, Soucie, Vandenburg, Scheibener (Abstain #10)

**Discussion:** Mr. Somers reviewed the meeting summary and minutes. Mr. Suarez reviewed the budget reductions; although the administration was not at liberty to explain the changes in personnel, there was an announcement of a retirement and the resignation will be accepted. The change in staffing will result in a savings to be reduced from the budget for purposes of finalizing the budget appropriations; Tuition

*Reimbursement for staff will be reduced by \$5,000, although it is a contractual obligation to offer the reimbursement to the level of \$55,000; typically over the past few years the Board did not expend the entire budgeted amount; if staff require the full \$55,000 for the 11/12 school year, funds will be provided, although the final budget line reflects a \$50,000 budget. Recalling the budget receiving the state aid funds, additional money was budgeted for staff health benefits and instructional supplies. The best recommendation would be not to reduce staff to negatively impact education, instead the recommendation is to reduce health benefits by \$19,000 and take the chance on trying to accommodate an increase in health benefits for 11/12 school budget. Mr. Somers noted that during the budget discussion the Mayor made statements of support of the school and students, however the Mayor's recent correspondence was not much support to the district. Mr. Soucie noted that he was disappointed in the Mayor in that the Mayor manipulated facts and reminded the public and board members not to forget in the future the Mayor's intent of his recent letter. Mr. Soucie added that the Mayor misused his position about misrepresenting the school district.*

**MOTION PASSES**

**Communications Committee**

Reported on the budget process and future planning initiatives

**Supplementary Matters**

- Board Secretary announced forms due to the business office: Code of Ethics, Roster Information, and Contract Acknowledgment forms.
- Mr. Somers thanked Mr. Suarez and Mrs. Postma for all of their hard work towards the resolve of the budget. He added a thank you to the staff for their support and work in the budget process.

**Comments: Public – General:**

*None*

**MOTION: Enter Executive Session**

**MOTION** by Mr. McDowall, seconded by Mr. Moebus to enter Executive Session at 9:44pm;

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: ***HTEA Negotiations, Litigation, and Superintendent Evaluation Review***

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. Somers, seconded by Mr. McDowall to enter Public Session at 10:49pm

**MOTION APPROVED UNANIMOUSLY**

**EVALUATION OF SUPERINTENDENT:**

**MOTION** by Mrs. Scheibener, seconded by Mr. McDowall, to approve the Evaluation of the Superintendent, Mr. Emil Suarez and to also empower the Executive Committee of the Board of Education to meet with Mr. Suarez to review the evaluation.

**MONTION APPROVED UNANIMOUSLY**

**ADJOURNMENT:**

**MOTION** by Mr. Somers, seconded by Mr. McDowall to adjourn the meeting at 10:50 p.m.

**MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Abigail Postma, RSBA/Board Secretary