

Minutes of Regular Board Meeting

The Board of Trustees Holland Township School

A Regular Board Meeting of the Board of Trustees of Holland Township School was held Tuesday, August 22, 2017, beginning at 7:00 PM in the Milford, NJ 08848.

A. **CALL TO ORDER – 7:10 PM**

B. **FLAG SALUTE**

C. **WELCOME**

Welcome to a meeting of the Board of Education of the Township of Holland. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act (Chapter 231 Laws of 1975); and that advance notice as required therein has been provided. This is a regular meeting of the Board of Education of the Township of Holland at which formal action may be taken. The public will have an opportunity to be heard as indicated on the Agenda, at points in the meeting provided for the public to address the Board.

D. **ROLL CALL**

Bickhardt ___
Brennan ___
Curry ___
Davis ___
Hance ___
Johnson AB ___
McGuire ___
Somers ___
Soucie AB ___

E. **CORRESPONDENCE**

Bill Soucie letter. Matt Davis made a motion Brett Curry seconded to accept letter of resignation. Joseph Somers suggested the Board do a reorg tonight or next week another option is that Joseph Somers could ascend to the role with a nomination for VP. Either way the board wants to go is fine. Want to be sure we can do business and the bylaws and policies will allow us to do business weather we make the decision tonight or not. Matthew Davis stated he was fine with Mr. Somers is willing and capable fine with keeping Joseph Somers on as president. May not be here next year due to a horse race this year in the election. Phillip Brennan asked what Joseph Somers wanted to do. Joseph Somers stated he is very happy to do the job won't bankrupt the district in the next five months. Philip Brennan asked if they should wait for Ed Johnson to come back? Joseph Somers communicated with him, he is willing to do VP.

Matthew Davis made a motion to nominate Joseph Somers as President second by Laurie Hance – Role Call Vote: All Yes

Brett Curry made a motion to nominate Edward Johnson as Vice President seconded by Timothy McGuire – Role Call Vote: All Yes

F. CONSENT AGENDA

Motion made by Matthew Davis, seconded by Brett Curry, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the consent agenda as follows:

All in favor: Yes: All Abstentions: Laurie Hance abstention on #1

1. Approval of Minutes

Upon the recommendation of the Superintendent of Schools that the Board approve the Special Board Minutes of the June 14, 2017 meeting and the Executive Session Minutes of June 14, 2017. The Regular Board Meeting Minutes of June 27, 2017 and the Regular Board Meeting of July 10, 2017 along with the Executive Session minutes of July 10, 2017.

2. Finance

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending June 30, 2017 as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.

2) To accept the Holland Township Board of Education's certification that the Superintendent, David Bailey, recommends that the Board of Education accept the monthly financial reports of the Board Secretary and the Treasurer of School Moneys for the month ending June 30, 2017 and he recommends in compliance with N.J.A.C. 6:20-2.13(3) that the Board of Education certify that no major account or fund has been overexpended and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

3) Upon the recommendation of the Superintendent of Schools that the Board accept the School Business Administrator/Board Secretary's, David E. Pawlowski, certification as required by N.J.A.C. 6:20-2.13(d), that no line item account has been over expended as of June 30, 2017, and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

3. Bill List

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill Lists dated:

June 30, 2017, check numbers N0309, in the amount of \$420,841.20

July 31, 2017 check numbers NO302 thru NO303 and 06827 thru 06908 in the amount of \$784,490.57.

August 22, 2017 check numbers 06909 thru 06975 in the amount of \$107,971.95.

4. Travel and Related Expenses Reimbursement

Upon the recommendation of the Superintendent of Schools that the Board

approve work-related and related expenses reimbursement for the following staff members that is directly related to and within the scope of their current work responsibilities, promotes the delivery of instruction, and is critical to the instructional needs of the School District or furthers the efficient operation of the School District, and is educationally necessary and fiscally prudent.

- Nancy Yard: 9/29/17, Autumn ANJEE, Hillsborough, NJ, \$65 Registration
- Carrie Grundhauser: 9/29/17, Autumn ANJEE, Hillsborough, NJ, \$65 Registration, \$21.33 Mileage
- T.J. Hirsch: 10/18/17, School Health Conference, Somerset, NJ, \$175 Registration, \$21.70 Mileage
- Kathryn Wilk: 9/26/17, 11/2/17, 12/12/17, New Jersey Leadership Academy - Series 4, Monroe, NJ, \$450 Registration, Mileage

5. **Approve Staff Summaries of Approved Conferences/Workshops**

Upon the recommendation of the Superintendent the Holland Township Board of Education accepts the staff summary sheets for BOE approved workshops.

G. **BOARD PRESIDENT REPORT**

Ed and I will move forward with some things and we will get a little further on in the meeting to keep the projects and processes moving along.

H. **SUPERINTENDENT REPORT**

1. Building Update—all classrooms and hallways are complete. Brick and mortar work is finishing up. JCPL replaced a transformer. Library is finishing up. GAGA Pit is coming along and a big thankyou to the PTO for the donation to make it possible. Nice for the MS playground.

Personnel almost done for the year three items on the agenda for approval. BA position is in process with resume packets.

Mr. Pawlowski provided update with LED lighting project and change orders coming and why.

2. Grants for Professional Development - Education Title 2 and 4 grants were discussed and using them for literature and specifically special education teachers.

Discussion of filling the BA position with Mr. Somers, President, recommended an Interim. Mr. Baily reviewed the process and timeline and recommends hiring an Interim. Have two that are available one not sure how long the first, the second is available to Oct. 26th.

CB – let's put together a group to review who the interim is.

JS – board comfortable with this process.

TM – any candidates looking to be an interim into a contract?

DB – Review of the candidate pool with regards to interim.

JS – people who serve as interims, it's what they do not looking for long term work, retired not competing for a long term spot.

TM- rate consistent in the area?

DB – yes.

BC – use the personnel committee and bring in carol or deb?

DB – Joe, Ed, Casey, Matt is our current personnel committee.

LH – good idea

MD – two or three sitting in on interview.

JS – If four are acceptable would suggest Phil attend.

JS – Ed, Casey, and Matt determined the committee for both jobs, interim and full time position. Supt., Principal, and Deb from BA office.

I. PRINCIPAL REPORT

Schedules went out to staff. Parents will receive the letters. Teachers brought in this summer provided time to plan for the new schedule.

New program Teaching learning together – School culture school climate program to get students into leadership positions. Many staff members here all summer in a really good place. Gym Class enrollment levels are lower than expected as we were able to have three gym teachers at higher grade levels. Review of the schedule changes that allowed the increase in gym class time.

CB – inquired to the class sizes in gym class for grade 8.

Maximized staff at lunch and the ½ time counselor helped out tremendously.

Kathryn Wilk – very happy to serve in this school, it's an honor to receive a warm welcome from staff. Looking to keep Kathy Stannard's programs moving forward.

J. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

Denise Carney- questioned if any action was taken after last meeting's executive session.

Bobbie Beriont – At risk is near and dear to my heart, good to see professional development in that area utilizing grant monies. Contracts are extended in a personnel motion who are they and what do they do? If they are aides what is the total aide count. Questioned the aides on the buses based on IEP's. Kathryn Wilk responded and will look into the situation. When you put an Aide on a bus with and IEP it's difficult to get out of the accommodation why not put it in a behavior plan. LDTC is on Step 18? Is she experienced?

K. EDUCATION

Motion Made by Laurie Hance, seconded by Brett Curry

Role Call Vote: All Yes

1. **Accept Superintendent's Harassment, Intimidation, Bullying Report**

RESOLVED that the Holland Township Board of Education accepts the Superintendent's Harassment, Intimidation, Bullying report for July 2017.

2. **Approve Field Trips**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following field trips:

- Regal Pohatcong Stadium 12
- Franklin Institute
- Into the Garden Talk Show
- Night Skype with Taiwan Eco-School (in house)
- GM Rossi

3. **Approve Athletic Travel To Away Games**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all scheduled away games pursuant to each sport's season for the 2017-2018 school year.

4. **Approve Athletic Schedule**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Soccer (Boys & Girls), Volleyball, Basketball (Boys and Girls), Baseball, Softball, Cross Country and Lacrosse schedules for the 2017-2018 school year. The schedules are subject to change due to rescheduling and post season competition.

5. **Approve Mentoring Plan**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Mentoring Plan for the 2017-2018 school year.

6. **Approve Professional Development Plan**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Professional Development Plan for the 2017-2018 school year.

7. **Approve Vendors**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following organizations/vendors as solicitors for the 2017-2018 school year:

- PTO (Parent Teacher Organization)
- S.E.E.D. (The Holland Township Education Foundation)
- Lifetouch Photographers/Yearbook
- Great American Fundraising - 8th Grade
- American Heart Association - Jump Rope for Heart

8. **Approve PTO Donation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the PTO Donation in the amount of \$6,878.46 to be applied towards new Stage Risers. The Board recognizes and thanks the PTO for their continued and generous support of our school district.

9. **Approve PTO Donation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the PTO Donation in the amount of \$4,320.06 to be applied towards the middle school Gaga Pit. The Board

recognizes and thanks the PTO for their continued and generous support of our school district.

10. **Approve English Language Services Plan 2017-2020**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the district English Language Services Three Year Plan for school years 2017-2020.

11. **Approve Grant Submittal**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the submitting of Title I, Title II and Title IV grants.

12. **Approve Rutgers Center for Literacy Development**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Rutgers Center for Literacy Development Contract for the purpose of Professional Development in language arts (K-6 Teachers) for the 2017-2018 school year not to exceed \$8,000 (8 days at \$1,000 per day). This professional development is paid with Title II A Grant.

13. **Approve Rutgers Center for Literacy Development**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Rutgers Center for Literacy Development Contract for the purpose of Professional Development in language arts (Special Education Teachers) for the 2017-2018 school year not to exceed \$10,000 (10 days at \$1,000 per day). This professional development is paid with Title IV A Grant.

14. **Approve School Resource Officer Program Agreement**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the School Resource Officer Program Agreement with the Holland Township Police Department.

15. **Approve CBVI Contract for 2017-2018 School Year**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves an Education Level 1 Contract with the CBVI (Commission for the Blind and Visually Impaired) for the 2017-2018 school year not to exceed \$1,900.00 for Student #27014 for required services.

L. **PERSONNEL**

Motion made by Brett Curry, seconded by Laurie Hance

Role Call Vote: All Yes, Philip Brennan abstention on L3

1. **Approve Substitutes**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following substitutes for the 2017-2018 school year:

- Ruth Schlittler: Teacher
- Brooke Bachman: Teacher/Aide
- Betty Bishop: Teacher/Aide, Library Clerk

2. **Approve Staff Transfer for the 2017-2018 School Year**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following staff transfer:

Staff Member/2016-2017 Assignment/2017-2018 Assignment

Thomas D'Angelo/5th Grade Social Studies Teacher/5th Grade Science Teacher

3. **Approve Part Time Special Education Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Mariden May as Part-Time Special Education Teacher (24.75 hours per week/.67 FTE) for the 2017-2018 school year beginning on August 30, 2017.

FURTHER RESOLVED, Ms. May will be placed on Step 2 BA at .67 FTE of the 2017-2018 HTEA salary guide, \$34,419.

4. **Approve Aides to Ride School Bus**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all current employed special education aides as supportive transportation aides for students with disabilities as per requirements set forth in the student's IEP, and as directed by the Supervisor of Special Services.

5. **Approve Staff Members as Chaperones**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all employed teachers, aides, and clerks with certification or substitute certification to act as chaperones for school activities as per negotiated contract.

6. **Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the resignation of Mrs. Erica Kastell (LDTC- Learning Disabilities Teacher Consultant), with regret effective on or about October 1, 2017.

7. **Approve Employment Contract Amendment**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the amendment of the employment contract for Gina Viespoli from .20 FTE to .29 FTE resulting in \$2,864 increase for the 2017/2018 school year.

8. **Approve Employment Contract Amendment**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the amendment of the employment contract for Sherri Karcher from .31 FTE to .34 FTE resulting in \$955 increase for the 2017/2018 school year.

9. **Approve Pre-School Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Karen Gerth as

Pre-School Teacher for the 2017-2018 school year beginning August 30, 2017.

FURTHER RESOLVED, Ms. Gerth will placed on the Step 6 BA+30 of the 2017-2018 HTEA Salary guide, \$56,172.

10. **Approve LDTC Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Kathleen McLane as Learning Disabilities Teacher Consultant (LDTC) for the 2017-2018 school year beginning August 30, 2017.

FURTHER RESOLVED, Ms. McLane will placed on the Step 18 MA+30 of the 2017-2018 HTEA Salary guide, \$74,692.

11. **Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the resignation of Mrs. Vicky Snyder (Cafeteria Aide), with regret effective immediately.

M. **POLICY**

Motion made by Philip Brennan, seconded by Brett Curry

Role Call Vote: All Yes

1. **Approve Second Readings of Policies and Regulations**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the second reading and adoption of the following Policies and Regulations:

- 8505 (Local Wellness Policy/Nutrient Standards for Meals and Other Foods)
- 8550 (Unpaid Meal Charges/Outstanding Food Service Charges)

2. **Approve First Reading of Policies and Regulations**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the first reading of the following Policies and Regulations:

- 1240 (Evaluation of Superintendent)
- 1511 (Board of Education Website Accessibility)
- 3126 (District Mentoring Program)
- 3221 (Evaluation of Teachers)
- 3222 (Evaluation of Teaching Staff Members, Excluding Teachers and Administrators)
- 3223 (Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals)
- 3224 (Evaluation of Principals, Vice Principals, and Assistant Principals)
- 3240 (Professional Development for Teachers and School Leaders)
- 5610 (Suspensions)
- 5620 (Expulsion)
- 7424 (Bed Bugs)

N. FINANCE AND FACILITIES

Motion made by Casey Bickhardt, seconded by Laurie Hance

Short discussion on the parking improvements including the grass area. CB explained the need for improvements in safety during pickup and drop off and pedestrian traffic.

Role Call Vote: All Yes

1. Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of Schools that the Holland Board of Education amend the motion for Maintenance Reserve deposits made in May of 2017 to become effective June 2017.
2. Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of Schools that the Holland Board of Education approve the canceling of un-expended balances in Capital Projects Fund 30 for the 3 projects and return the funds to the Capital Reserve account as follows:

FUND 30 BALANCE-ROD PROJECTS	
PHONE PROJECT	5,902.08
PA SYSTEM/CLOCK PROJECT	61,565.09
BRICK PROJECT	62,642.01
	130,109.18

3. Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of Schools that the Holland Board of Education accept the following Federal Grants:

PROGRAM NAME	FY 2018	AWARD AMOUNT
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IDEA Consolidated		
Basic		\$128,054
Preschool		\$5,149

ESEA Consolidated		
Title IA	\$17,258	
Title IIA	\$7,256	
Title III	\$655	
Title IVA	\$10,000	

Rural Education Achievement Prog. \$51,744

4. Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of Schools that the Holland Board of Education accept the following Extraordinary Aide and appropriate it to the following account.

WHEREAS, N.J.A.C. 6A:23A-13.3 authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer funds during the budget year, and

WHEREAS, N.J.A.C.6AC:23A-13.3(d)6 provides that a district board of education may at any time without Commissioner approval appropriate surplus generated from state revenue, such as extraordinary aid, that has been excluded from the excess surplus calculation, in the prior year, and AUGUST 18, 2017

WHEREAS, the Holland Township Board of Education has received \$104,542 of Extraordinary Aid FY2017, and

WHEREAS, the Holland Township Board of Education has determined that the following transfers are needed to cover unanticipated costs and to increase the efficiency of business office operations.

Account: 11-000-217-320-000-000 Extraordinary Spec. Ed.
Services: \$201,070.00

NOW, THEREFORE, BE IT RESOLVED, by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make the transfers consistent with all applicable laws and regulations.

Total 2017 Extraordinary Aide: \$201,070.00

5. **Approve ESY Transportation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves ESY transportation for the 17-18 school year.

HE 1 \$2,284.00

HE2 \$2,622.00

HE3 \$3,934.00

6. **Approve Transportation for the 17-18 school year.**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the transportation costs and routes for the 17-18 school year.

Holland Regular \$275,722.00

HTS PK Mid HS1 \$23,789.00

HES Special Ed HSE1 \$24,410.00

High Bridge Elementary HS5 \$28,918.00

Grand Total \$352,840.00

7. **Pentele Data Contract with Delaware Valley Regional High School July 2017 thru June 2020.**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the three year contract with Delaware Valley Regional High School with Pen Tele Data.

8. **Parking Safety / Land Review**

- a. Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of School that the Holland Township School District approve the attached proposal for Speizle Architects for Phase 1 at a cost of

\$2,500.00 to review the land use restrictions and possibilities for the district.

O. SUPPLEMENTARY MATTERS

1. Community Day – Reviewed with the Board. Everyone can spin only students can win. Preparation is out of the way. Cartons of cups are in the inventory, Gift cards reviewed. Discussed a no second chance drawing. Set up done before noon three signed up already please provide your time. PB is rain date may need to move time signed up for on Saturday.

PreK Ad Hoc committee – Casey, Matt, Tim, Brett. Coordinate a Chair and what your group wants to determine. Issues were cost change, ½ day or full day or just one full day. A solution that serves the committee and DB – parent wants to be included and Kathryn Wilk and a PreSchool Teacher and Chris Regan as well.

P. COMMENTS: PUBLIC - GENERAL

The Holland Township Board of Education welcomes input from public entities and/or private persons as described in Policy #0167. At the discretion of the presiding officer, comments may be limited to three minutes in length.

Chris Regan - #'s are up from last year how many more students do we have? If enrollment is up and class sizes are down, when planning the budget hope we don't go back to large class sizes. Glad enrollment is going up, keep in mind when planning the budget.

Denise Carney – reconsider parking area, plenty of spaces could look at increasing.

Bobbie Beriont – This room is the only room left not air conditioned could put in as an extra could get a good deal. I have mentored a lot of BA's change is difficult Mr. Pawlowski knows the Law and was able to create great things within 18A. What to thank him for taking on the challenge of a Shared Service. I appreciate he did it as you see now, BA's are far and few between.

Joseph Sommers – Thank you Mr. Pawlowski for the time you spent in Holland, brought some great things into the district in a short amount of time.

David Bailey – I too want to thank Mr. Pawlowski for his time in the district. I enjoyed working with him and was able to brain storm and talk shop. It was a great year.

Q. EXECUTIVE 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:

- Confidential Matters by Law or Court Order
- Purchase Property
- Personnel Matters
- Invasion of Individual Privacy Employee or Student
- Investigation into Violations of Law
- Suspension, Civil Penalty or Loss of a License or Permit
- Disclosure would Impair District's Right to Receive Funding
- School/Public Security
- Collective Bargaining
- Pending, Ongoing or Anticipated Litigation

And be it further RESOLVED that the matters discussed in Executive Session will be made public when confidentiality is no longer required.

1. **Motion to Enter Executive Session**

Motion made by Phillip Brennan, seconded by Mathew Davis, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 8:20 PM to discuss personnel and that action may be taken after this session.

2. **Motion to Enter Public Session**

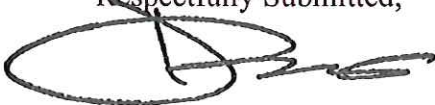
Motion made by Matthew Davis, seconded by Philip Brennan, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 9:17 PM.

R. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Matthew Davis, seconded by Joseph Somers, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 9:18 PM.

Respectfully Submitted,



David E. Pawlowski

PLEASE
SIGN HERE 