

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, February 28, 2017, beginning at 7:00 PM in the Milford, NJ 08848.

A. **CALL TO ORDER-7:00PM**

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 __P__
Brennan __P__
Curry __P__
Davis __P__
Hance __P__
Johnson __P__
McGuire __P__
Somers __P__
Soucie __P__

E. **CORRESPONDENCE**

F. **CONSENT AGENDA**

Moved by William Soucie, Board President, called for discussion, none, so moved, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the consent agenda as follows:

1. **Approval of Minutes**

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of Executive Session and the Regular minutes of January 24, 2017.

2. **Finance**

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending January 31, 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 January 31, 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 over expended 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 January 31, 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 List dated January 31, 2017, check numbers N0290 thru N0292, in the amount of \$662,480.18 and February 28, 2017, check numbers 06386 thru 06482, in the amount of \$1,080,080.57.

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.

- Robin Nugent: 3/14/17-3/15/17, ACA Tri-State Conference, Atlantic City
- Allison Dolan: 3/30/17, Strengthen Your Student's Writing Skills, Bethlehem, PA, \$245 Registration, \$5.46 Mileage
- Janet Huber: 3/30/17, Strengthen Your Student's Writing Skills, Bethlehem, PA, \$245 Registration, \$14.94 Mileage
- Rose Branosky: 3/23/17, Hunterdon County Speech/Language Specialist Spring Meeting, Holland Brook School
- Nancy Yard: 3/3/17, Robert Morris School: South Bound Brook
- Allison Dolan: 3/14/17 & 3/15/17, Wilson Language Training, Round Valley School, \$125 Registration, \$10.54 Mileage
- Sarah Ortman: 3/6/17, Handle with Care - Recertification, New Paltz, NY, \$450 Registration, \$41.85 Mileage
- Craig Lerch: 3/20/17, American Young Voices Workshop, Prudential Center, Newark NJ, \$32.61 mileage
- Nancy Yard: 8/13/17 - 8/18/17, Growing Spaces and Growing Gardner Workshops, Boulder, CO, Airfare, Registration, Hotel, Meals
- Stephanie Bacskai: 8/13/17 - 8/18/17, Growing Spaces and Growing Gardner Workshops, Boulder, CO, Airfare, Registration, Hotel, Meals

- Ryan Pfenning: 8/13/17 - 8/18/17, Growing Spaces and Growing Gardner Workshops, Boulder, CO, Airfare, Registration, Hotel, Meals
- Danielle Buzby: 8/13/17 - 8/18/17, Growing Spaces and Growing Gardner Workshops, Boulder, CO, Airfare, Registration, Hotel, Meals
- Jennifer Leap: 8/13/17 - 8/18/17, Growing Spaces and Growing Gardner Workshops, Boulder, CO, Airfare, Registration, Hotel, Meals
- Jennifer Leap: 3/3/17, Leader in Me, South Bound Brook, NJ•HallyTomasheski: 3/23/17, Hunterdon County Resources, Delaware Township School
- Kathy Stannard: 2/10/17, PARCC Training, Whippany, NJ, \$29.33 mileage
- David Bailey: 3/13/17, The Power of Legal Information: Trenton, NJ, \$150 Registration
- T.J. Hirsch: 4/25/17, School Nurses Best, Current practices for School Medical Emergencies, Newark, NJ, \$249 Registration, Mileage
- HallyTomasheski: 3/23/17, Hunterdon County Resources, Delaware Township School
- Michele Schwallie: 3/1/17, Supporting the Struggling Reader, TCNJ, \$100 Registration
- Donna Luzzo: 3/1/17, Supporting the Struggling Reader, TCNJ, \$100 Registration

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**

BOE presidents met discussed heroin issue, the ease of attaining the drugs and the impact on community. Discussed options and actions that may be taken. Negotiations and budget cycles were also discussed.

H. **SUPERINTENDENT REPORT**

1. Budget Update – David Bailey presented the current budget 1.95% satisfies the needs for strategic plan, ½ time guidance counselor, budget items were discussed in Education Committee.

Will also discuss the school calendar and its variance with Del Val due to contract issues. Discussed the length of the school year going later and starting earlier. Difference between High School and Elementary Schools.

Congrats to Boys and Girls Basketball teams seeded low or in the middle of the bracket and won the championships. Nice way to end the season.

I. **PRINCIPAL REPORT**

1. Recognized marking period 2 students for Honor Roll and attendance at Honor Roll Breakfast, 87 students participated.

2. Recognized Boys and Girls Basketball Teams, awesome game.
3. Recognized the Drama Club, Prince Is Who, was a great play, students did an amazing job.
4. GM Eco School/NWF Partnership Grant, 1400. Donation to the district.

J. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

None

K. EDUCATION

Motion: Laurie Hance, Second: Timothy McGuire

Role Call Vote: All Yes

1. **Accept Superintendent's Harassment, Intimidation, Bullying Report**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the Superintendent's Harassment, Intimidation, Bullying report for January 19, 2017 - February 23, 2017 and affirms the actions of the administration.
2. **Approve Field Trips**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following field trips:
 - ShopRite of Greenwich (Stewartsville)
 - Red Mill inn (Clinton)
 - Exxon Mobil (Clinton)
 - Hunterdon County Parks
3. **Approve Calendar for 2017-2018 School Year**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the 2017-2018 calendar.
4. **Approve Milford Lions Club Donation**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts a donation of \$300 to be applied towards Tournament of Champions. The Board recognizes and thanks Milford Lions Club for their continued and generous support of our school district.
5. **Approve PTO Donation**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts a donation of 25 basketball shorts valued at \$462.50. The Board recognizes and thanks the PTO for their continued and generous support of our school district.
6. **Approve Preschool Curriculum**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Preschool Curriculum aligned with New Jersey Preschool Teaching and Learning Standards.
7. **Approve Language Arts Materials**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Language Arts material purchase:

- Grades K-5: McGraw-Hill, Reading Wonders Series Digital and Print, \$77,746.29

8. **Approve Applying to GM Eco School/NWF Partnership Grant**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the GM Eco School/NWF Partnership Grant Application in the amount of \$700 to support the Green Initiatives Projects at Holland Township School.

9. **Approve Vendor**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following organization/vendor as solicitors for the 2016/2017 school year:

- EF Educational Tours

L. **PERSONNEL**

Motion: Edward Johnson, Second: Laurie Hance

Role Call Vote: All Yes

1. **Approve Substitutes**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following substitutes for the 2016-2017 school year:

- Susan Stant: Teacher/Aide

2. **Approve Staff Members as Tournament of Champions Aides**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all employed aides on an as needed basis to act as aides to accompany students with IEP's to Tournament of Champions practice two times a week from April 25, 2017 to end May 2017 for approximately 1 hour per session at an hourly rate as per the HTEA Contract (total not to exceed \$2,200.00)

3. **Approve Child Study Team**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Child Study Team to work in the summer up to but not exceed 80 hours each at the negotiated rate:

- Erica Kastell: LDTC, \$65.05 per hour
- Hally Tomasheski: Social Worker, \$53.97 per hour
- Kathryn Wilk: Psychologist, \$63.02 per hour

4. **Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the resignation of Mrs. Donna Widmer (4th

Grade Teacher), with regret for the purpose of retirement, effective July 1, 2017.

5. **Approve Special Education Transportation Aides for ESY**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all 2017 ESY Special Education Aides as transportation aides for the summer 2017 Special Education Extended School Year Program with an hourly salary rate as per the negotiated HTEA contract.

6. **Approve ESY Personnel**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following personnel to work the Special Education Extended School Year (ESY). The program will be in effect from July 5, 2017 - July 31, 2017; 4 days per week. Teachers and Nurses will work from 8:30 am - 1:00 pm and Aides will work from 8:45 am - 1:00 pm. If a child who has a 1:1 aide has a scheduled absence for 3 or more consecutive days, the aide's services will not be needed at that time. Services will resume when the child returns.

Nurse (Schedule to be worked out between nurses. Only 1 nurse per day)

T. J. Hirsch: \$43.99 per hour

Lori Matthews: \$43.99 per hour

Speech Therapist

Carol Stow: \$61.40 per hour

Special Education Teacher

Preschool: Nancy Zrake: \$59.68 per hour

Primary: Allison Dolan: \$43.99 per hour

Primary: Sarah Ortman: \$43.99 per hour

Wilson Reading: Wade Chilmonik: \$43.99 per hour

Middle School MD: Sandy Phillips: \$45.72 per hour

Aide

Wilson Reading: Tom Welsh: \$24.57 per hour

PreK: Jean Collaro: \$24.57 per hour

Student #21075: Phyllis Martin: \$24.57 per hour

Student #22000: Lori Riker: \$24.57 per hour

Student # 23013: Sandy Ozgar: \$24.57 per hour

Students #25019, #25021, #24003, #24012: Eileen Bertolotti: \$24.57 per hour

Substitute Aide: Jill Boethig: \$24.57 per hour

Teacher/Aide Substitute:

Amy Bashford: \$50.71 per hour (Teacher) and \$24.57 per hour (Aide)

Lisa Nolan: \$43.99 per hour (Teacher) and \$24.57 per hour (Aide)

Carol Bastow: \$12.42 per hour (Teacher) and \$12.86 per hour (Aide)

M. **POLICY**

Motion: Phillip Brennan, Second Laurie Hance

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:

- P&R1510 (American with Disabilities Act)
- P&R2418 (Section 504 of the Rehabilitation Act of 1973 - Students)
- P&R5116 (Homeless Children)
- P&R8330 (Student Records)

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 Bylaw, Policies and Regulations:

- P&R2460 (Special Education)
- R2460.1 (Special Education - Location, Identification, and Referral)
- R2460.8 (Special Education - Free and Appropriate Public Education)
- R2460.9 (Special Education - Transition From Early Intervention Programs To Preschool Programs)
- R2460.15 (Special Education - In-Service Training Needs For Professional And Paraprofessional Staff)
- R2460.16 (Special Education - Instructional Material To Blind Or Print-Disabled Pupils)
- P2467 (Surrogate Parents And Foster Parents)
- P5330.04 (Administering An Opioid Antidote)

N. FINANCE AND FACILITIES

Motion Casey Bickhart, Second: Brett Curry

Role Call Vote: All Yes

1. DISTRICT BUDGET STATEMENT 2017-18

- a. Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of Schools that the Board approve the following resolution:

BE IT SO RESOLVED, to approve the tentative 2017-18 School District Budget for submission to the Hunterdon County Department of Education as follows:

General Fund Operating Budget: \$10,919,996
Special Revenue Fund (Grants and Entitlements): \$136,000

BE IT FURTHER RESOLVED, to acknowledge that the 2017-18 School

District Budget as described above results in tax levies as follows:

General Fund (Operating Budget) \$8,943,061

The School District has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education.

WHEREAS, School District Policy #6371-N.J.A.C. 6:A23A-7 provides that the Board of Education shall establish in the annual budget a maximum expenditure amount that may be allotted for such travel and expenses reimbursement for the 2017-18 school year.

NOW, THEREFORE, BE IT RESOLVED, that the Holland Township Board of Education hereby established the School District travel maximum for the school year at the sum of \$65,000.00

Regular business travel maximum is \$1,500 per person. Current business travel for the 2016-17 school year is \$4895.44.

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. The amount established for the 2017-18 school year is \$65,000.00

2. Landscape Services

- a. Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the contract with Heron's Tree Service for Landscaping Services in the amount of \$13,200.

3. Disposal of Excess Inventory

- a. WHEREAS, the Holland Township School District is the owner of certain equipment which is no longer needed for public use; and

WHEREAS, the Holland Township Board of Education is desirous of selling said excess equipment in an "as is" condition without expenses or implied warranties.

NOW THEREFORE, Be It Resolved by the Holland Township Board of Education, in the Township of Holland, County of Hunterdon, State of New Jersey, as follows:

(1) The sale of the items shall be conducted through GovDeals pursuant to State contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Holland Township Board of Education.

(2) The sale will be conducted online and the address of the auction site is govdeals.com.

(3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(4) A list of the non-functioning items to be sold is as follows:

Stage Lighting
Student Tricycles
Cafeteria Equipment
Teacher Desks
Student Chairs
Lunch Tables
Science Tables

(5) The non-functioning items as identified shall be sold in an “as is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus.

(6) The Holland Township Board of Education reserves the right to accept or reject any bid submitted.

O. **SUPPLEMENTARY MATTERS**

Switching the Communications and Personnel Committee times. To align the participant’s involvement and times.

Somers - Communications committee should provide pertinent and current legal statues to the public

ESC – makes income from selling services no state aids. Headquarters are in Hoffman’s Crossing looking to expand the use of the facility. Not sure of the programs offered but would like to make everyone aware of or make use of.

Sister district had an active shooter drill and some parents said students were upset. No mention of the word drill all district are required by law to participate. Looking to pass a motion or make a resolution that we will never announce a drill as active shooter, not an answer tonight just on the table. Feel strongly about the situation; just don’t want it to happen here.

D. Bailey – Department is not pushing that agenda regarding naming types of drills. We just had a drill that we met state expectations called it a lockdown and it was an active shooter. Move it to the Policy Committee. Memorandum of Agreement utilizes “I Love You Language”.

McGuire – why is this the first time that we are hearing about this? Is there discretion on how we address it?

Davis – Do we want to expand this to involve simulations that do not involve students?

D. Bailey – Not sure we want to move in that direction.

Board Goals

Soucie – 1. Deliver a responsible annual budget 2. To increase student options to take course work utilizing technology 3. Community Engagement 4. Facilities Upkeep and Maintenance

Suggestions: Johnson – Facilities - Two new Teams CC and Lax, do we have everything we need to support it.

Soucie – will vet them and move them out via email

Somers – Should we look at something educationally? Improve reading or Language Arts Scores.

Soucie – Yes we can support those goals or ideas but we cannot make it a Board Goal.

Bailey – Should be in District Goals, already talking to those items with Administrators.

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.

Breslin–Tricycle question.

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 _____, seconded by _____, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at _____ to discuss _____.

2. **Motion to Enter Public Session**

Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at _____.

R. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Joseph Somers, seconded by Phillip Brennan, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 7:45 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'David E. Pawlowski', with a long horizontal flourish extending to the right.

David E. Pawlowski
Board Secretary/ SBA