

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, September 26, 2017, beginning at 7:00 PM in the Milford, NJ 08848.

A. **CALL TO ORDER 7:05**

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 x

Brennan x

Curry x

Davis x

Hance x

McGuire x

Johnson x

Somers x

E. **Appointments to Vacant Board Seat**

•Board questions for candidate and responses

•Nominations for open seat Curry , Second Bickhardt

•Voting regarding approving any nominated candidate for open seat

Motion Curry seconded by Bickhardt approving Lorraine Scheibner to fill the Board of Education open seat as a replacement for former member William Soucie (Term through 12/31/17).

Roll Call Vote:

Bickhardt x Brennan x Curry x Davis x Hance x McGuire x Johnson x Somers x

•Oath of Office was administered to Mrs. Scheibner.

F. CORRESPONDENCE :

A letter of resignation was received from Mr. Dave Bailey, Superintendent, effective December 31, 2017.

Motion made by Bickhardt, seconded by Curry to accept the correspondence from Mr. Bailey regarding his resignation effective December 31, 2017.

Mr. Somers also extended an invitation from Maschio Food Service, on October 24, to Board members and others attending School Boards Conference

G. CONSENT AGENDA

Motion made by Curry, seconded by Bickhardt, 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: 9 No: 0 Abstentions: _____

1. Approval of Minutes

Upon the recommendation of the Superintendent of Schools that the Board approve the August 9, 2017 Executive Minutes, Regular Meeting Minutes of August 9, 2017, Regular Meeting Minutes of August 22, 2017, Executive Meeting Minutes of August 22, 2017 and the Regular Meeting Minutes of August 28, 2017 Board Meeting as amended.

2. Finance

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending July 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 report July 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 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 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 July 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 years of the Board Secretary and the Treasurer of School Moneys for the month ending.

3. Bill List

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated August 31, 2017, check numbers N0304 thru N0308, in the amount of \$192,411.13 and the bill list for September 26, 2017 check numbers 06976 thru 07227 in the amount of \$461,880.31.

Travel and Related Expenses Reimbursement

4. 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.

- Jason Kries: October 24, 2017, 2017 Science Convention, Princeton Marriott, \$175 Registration
- Carrie Grundhauser: October 25, 2017, 2017 Science Convention, Princeton Marriott, \$175 Registration, \$28.09 Mileage
- Alison Wilt: October 25, 2017, 2017 Science Convention, Princeton Marriott, \$175 Registration, \$24.49 Mileage
- Ryan Pfenning: September 22, 2017, Wilson Language Training Level I Start-Up Workshop, Hamilton, NJ, \$28.71 Mileage
- Jacqueline Martoccia: October 27, 2017, 50th Annual Conference on Reading and Writing, New Brunswick, NJ, \$180 Registration and \$27.90 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.

BOARD PRESIDENT REPORT

- Mr. Somers reported that Maureen Joyce, Interim Business Administrator will be staying until October 20 and that the Board will be discussing the search for an Interim BA to work until June 30 in Executive session.

I. SUPERINTENDENT REPORT

Mr. Bailey introduced teacher Stephanie Bacskai who made the following presentation to the Board:

1. Bridging STEM Achievement within our Natural World
2. Presidential Innovation Award in Environmental Excellence
3. Mr. Bailey also gave an update on the on-going air conditioning issues and repairs. The Finance/Facility Committee is discussing updating the system and has requested the architect prepare a report on what he recommends and estimated costs.

J. PRINCIPAL REPORT

Mrs. Yard thanked the PTO for their donation of the Gaga pit and other items. She also discussed the Week of Respect and activities planned.

K. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

Mr. Bailey was thanked for his service as Superintendent to Holland.

L. EDUCATION

Motion: Hance

Second: Curry

Role Call Vote: Yes

Bickhardt__ Brennan__ Curry__ Davis__ Hance__ McGuire__ Johnson__ Somers__ Scheibner

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 September 5, 2017 - September 20, 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:

- Trexler Zoo
- Easton State Theatre
- Melick's Cider Mill and Orchard
- Trick or Treat for Hunger (3 local neighborhoods)
- DaVinci Science Center
- Hunterdon County Parks and Recreation
- Lost River Caverns
- Franklin Institute
- NJ Sea Grant Consortium
- Stony Brook Millstone Watershed
- Pax Amicus Castle Theatre
- Shawnee Mountain
- New York City
- Delaware Regional High School
- Music In The Parks
- Riegel Ridge Seniors
- Prudential Center, Newark

3. Approve Week of Respect – October 2-6, 2017

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of October 2-6, 2017 as Week of Respect.

4. Approve School Violence Awareness Week – October 16-20, 2017

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of October 16-20, 2017 as School Violence Awareness Week.

5. **Approve American Education Week – November 13 - 17, 2017**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of November 13-17, 2017 as American Education Week.

6. **Approve Emergency Management and Response Plan**

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

7. **Approve Staff Members for Detention**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all employed teachers to act as chaperones for Detention as per the negotiated contract for the 2017-2018 school year.

8. **Approve 2017-2018 NJ Child Assault Prevention Program**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the NJ Child Prevention Program (NJ CAP) for Elementary.

9. **Approve Science Curriculum**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the revised K-5 Science Curriculum aligned to the New Jersey learning standards.

10. **Approve Therapy Dog Visits**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Ellen Apgar and her Certified Therapy Dog Oreo to visit the self-contained classrooms one day, every other week, for an hour each time for the 2017-2018 school year.

M PERSONNEL

Motion: Johnson

Second: Hance

Role Call Vote: Yes (Except Mr. Somers abstained on # 1)

Bickhardt__ Brennan__ Curry__ Davis__ Hance__ McGuire__ Johnson__ Somers__ Scheibner__

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:

- Lauren Tammaro: Aide, Cafeteria Aide
- Michelle Young: Teacher/Aide
- Stacey McGlothlin: Library Clerk/Secretary

2. **Approve Waiver of Stipend**

WHEREAS, Lou Brooks, Girls' Soccer Coach, has made it known to the Holland Township Board of Education his desire to waive the \$990 stipend for the position; and

WHEREAS, Lou Brooks has requested that the stipend be redirected to the soccer program at Holland to support any needed equipment such as balls, training aids, etc.

NOW, THEREFORE, BE IT RESOLVED that the Holland Township Board of Education approves the waiver of stipend request from Girls' Soccer coach Lou Brooks and the \$990 stipend be used to support any needed equipment such as balls, training aids, etc.

3. **Approve Movement on Salary Guide**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Sarah Ortman's movement on the salary guide from 5 BA (\$52,922) to 5 BA + 15 (\$53,537) effective September 1, 2017 as per HTEA Contract.

4. **Approve Movement on Salary Guide**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Lisa Nolan's movement on the salary guide from 11 BA +15 (\$56,547) to 11 BA + 30 (\$58,482) effective September 1, 2017 as per HTEA Contract.

5. **Approve Volunteer**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Ms. Katie Krejdovski as a volunteer coach for the Holland Township Girls Basketball Team for the 2017-2018 school year.

6. **Approve Unpaid Day**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Lisa Nolan's request for one (1) unpaid day, Wednesday, November 22, 2017.

FURTHER RESOLVED that the following payroll check for Lisa Nolan will be deducted for her one (1) unpaid day at the rate determined by the HTEA contract for Wednesday, November 22, 2017.

7. **Approve Cafeteria Aide**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Diane Snyder as Cafeteria Aide for the 2017-2018 school year from 11:16 am to 12:50 pm at a rate of \$4,692.00 per year prorated from September 27, 2017.

8. **Approve Title I Tutors**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Title I Tutors for both General Education students and Special Education students in the areas of Math and Language Arts:

Teacher/Grade Level/Subject/Rate Per Hour/Forty (40) 30 Minute Sessions/Total Salary

Laurie Hughes/Grade 3 Math/\$45.99/\$919.80
Tom Welsh/Grade 3 L.A./\$45.99/\$919.80
Jill Conti/Grade 4 Math/\$57.81/\$1,156.20
Tom Welsh/Grade 4 L.A./\$45.99/\$919.80
Lindsey Brychta/Grade 5 Math/\$41.70/\$834.00
Sandra Ozgar/Grade 5 L.A./\$47.89/\$957.80
Lindsey Brychta/Grade 6 Math/\$41.70/\$834.00
Jacqueline Martoccia/Grade 6 L.A./\$42.56/\$851.20
Stephanie Kane/Grade 7 Math/\$58.05/\$1,161.00
Laura Burke/Grade 7 L.A./\$43.48/\$869.60

Sarah Tainow/Grade 8 Math/\$52.33/\$1,046.60
Deb Zdepski/Grade 8 L.A./\$41.70/\$834
Total General Education = \$11,303.80

Teacher/Grade Level/Subject/Rate Per Hour/Forty (40) 30 Minute Sessions/Total Salary

Stephanie Godshalk/Grade 3-4 Math/\$45.75/\$915
Amy Bashford/Grade 3-4 L.A./\$50.71/\$1,014.20
Wade Chilmonik/Grade 5-6 Math/\$44.01/\$880.20
Sandra Phillips/Grade 5-6 L.A./\$45.72/\$914.40
Wade Chilmonik/Grade 7-8 Math/\$44.01/\$880.20
Nancy Zrake/Grade 7-8 L.A./\$59.68/\$1,193.60
Total Special Education = \$5,797.60

9. **Approve Extra and C-Curricular Activities Director**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Stephanie Bacskai as Ski Club Director, for the 2017-2018 school year with a per trip Stipend of \$204 with a total of 6 trips.

10. **Approve Interim Business Administrator/Board Secretary**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves executing the contract of employment between the Holland Township Board of Education and Ms. Maureen Joyce, Interim Business Administrator/Board Secretary, from September 30, 2017 through October 20, 2017 at a per diem rate of \$500 per day, as per the contracts terms and conditions (pending County Office approval).

11. **Appointment of Officers/Appointments**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education appoints the following officials, for the period September 30, 2017 through October 20, 2017:

Position/Official

- Business Administrator: Maureen Joyce
- Board Secretary: Maureen Joyce
- Purchasing Agent: Maureen Joyce
- Custodian of School Records: Maureen Joyce
- Affirmative Action Officer: Maureen Joyce
- Public Agency Compliance Officer: Maureen Joyce

N. **POLICY**

Motion: Brennan

Second: Curry

Role Call Vote: Yes:

Bickhardt Brennan Curry Davis Hance McGuire Johnson Somers Scheibner

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:

- 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)

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:

- 2700 (Services to Nonpublic School Students)
- 7100 (Long-Range Facilities Planning)
- 7101 (Educational Adequacy of Capital Projects)
- 7102 (Site Selection and Acquisition)
- 7130 (School Closing)
- 7300 (Disposition of Property)
- 7300.1 (Disposal of Instructional Property) - Abolished
- 7300.2 (Disposal of Land)
- 7300.3 (Disposition of Personal Property)
- 7300.4 (Disposition of Federal Property)

3. **Approve the Review**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the review and recommendation of no changes to the following policy:

- 7461 – Environmentally Sustainable Practices

O. **FINANCE AND FACILITIES**

Motion: Bickhardt

Second: Hance

Role Call Vote: YES

Bickhardt__ Brennan__ Curry_Davis__ Hance__ McGuire__ Johnson__ Somers__ Scheibner

1. RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following PreSchool parent paid tuition contracts and accepts the following PreSchool students for the 2017-2018 school year.

P. SUPPLEMENTARY MATTERS

Mr. Davis suggested a review of the by-laws regarding filling a vacancy for Board president.

Mr. Johnson reported on matters discussed at the Personnel Committee meeting. He also thanked Lou Brooks for volunteering as Girls Soccer coach and waiving the stipend. He asked that a letter be sent to Mr. Brooks.

Mr. Somers discussed the ad hoc Pre-school committee and asked that they review the mandated requirements for types of services required to be offered and who must attend pre-school. Also discuss the costs of the current program including staff, transportation, facilities, and total tuition calculation and revenue.

Mr. Bailey asked that a Chairperson be appointed to the Pre-school Committee. Mr. Davis volunteered.

Q. 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.

R. 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 Davis, seconded by Hance, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:50 pm to discuss Personnel matters and on-going litigation.

2. **Motion to Enter Public Session**

Motion made by Hance , seconded by McGuire, upon the recommendation of the Superintendent of Schools, the Holland Board return to Open Session at 10:00 pm.

Motion by McGuire seconded by Davis to advertise for an Interim Superintendent to serve from January 1, 2018 to June 30, 2018.

S. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Scheibener , seconded by Davis, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 10:01 pm.

Respectfully Submitted,



Maureen Joyce
Interim SBA