

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, December 19, 2017, beginning at 7:00 PM in the Milford, NJ 08848.

A **CALL TO ORDER – 7:07 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 P
Brennan P
Curry P
Davis P
Hance P
McGuire AB
Scheibener P
Johnson P
Somers P

E. **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 be 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 Ms. Scheibener, seconded by Mr. Davis, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:09 pm to discuss Personnel.

2. **Motion to Enter Public Session**

Motion made by Ms. Scheibener, seconded by Mr. Johnson, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 8:00 pm.

F. **CORRESPONDENCE**

1. Resolution Honoring Timothy McGuire was read by President Somers and motion by Mr. Davis, seconded by Mr. Brennen for it to become a part of the official minutes. Motion carried.
2. PreK Ad Hoc Committee Presentation - Matt Davis presented the findings of an Ad Hoc PreSchool thru K committee. Proposal is for 28 students full day beginning at 8 am. For budgeting purposes, tentative costs project were, Teacher \$85,000; 2 ESC Aides \$28,700 each, and Supplies \$4,250 for total of \$146,625. Proposed tuition is \$550 for full day and \$300 half day. Additional discussion to follow at a later date.

G **BOARD PRESIDENT REPORT**

- . Mr. Somers reported that as part of tonight's meeting an SBA is presented for hiring and interviews have been conducted for several Interim Superintendents.

H **CONSENT AGENDA**

- . Motion made by Mr. Davis, seconded by Mrs. Scheibener, 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: 8 No: 0 Abstentions: 0, Motion carried.

1. **Approval of Minutes**

Upon the recommendation of the Superintendent of Schools that the Board approve the

Regular minutes of November 21, 2017 meeting, Executive Meeting minutes of November 21, 2017. Special Board Meeting minutes of November 30, 2017 and Executive Meeting minutes of November 30, 2017.

2. **Finance**

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending October 31, 2017 and November 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 October 31, 2017, and November 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, Julie Mumaw certification as required by N.J.A.C. 6:20-2.13(d), that no line item account has been over expended as of October 31, 2017, and November 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 List dated November 30, 2017 check numbers N0316 thru N0318, in the amount of \$625,664.37 and December 19, 2017 check numbers 07439 thru 07509 in the amount of \$305,952.03.

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: 1/19/18, ANJEE Winter Conference, Plainsboro, \$120 Registration, Mileage
- Stephanie Bacskai: 1/19/18, ANJEE Winter Conference, Plainsboro, \$120 Registration, Mileage

I. **SUPERINTENDENT REPORT**

J. **PRINCIPAL REPORT**– Dr. Nancy Yard announced that Debbie Risko is ESP of Year.

K COMMENTS: PUBLIC - AGENDA ITEMS ONLY

. 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.

L. EDUCATION

Motion by Mrs. Hance, second by Mr. Curry to approve the following:

Role Call Vote:

Bickhardt X Brennan X Curry X Davis X Hance X McGuire Abs Scheibener X Johnson X Somers X

Motion carried.

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 November 15, 2017 - December 14, 2017 and affirms the actions of the administration. (0 investigations, 0 found to be HIB)

M PERSONNEL

. Motion by Mr. Johnson, second by Mr. Davis to approve the following:

Role Call Vote:

Bickhardt X Brennan X Curry X Davis X Hance X McGuire Abs Scheibener X Johnson X Somers X

Motion carried.

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:

•Therese Matthews: Teacher/Aide

2. Approve Club

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Set Design/Stage Crew Club.

FURTHER RESOLVED the Holland Township Board of Education approves Mrs. Megan Monti as the club adviser with a stipend not to exceed \$1,143.74 (26 hours at a rate of \$43.99 per hour).

3. Approve Acting Superintendent of Schools

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Dr. Nancy Yard as Acting Superintendent of Schools beginning January 1, 2018 through January 31, 2018 at a stipend of \$2,320 per month, *pending approval from the New Jersey Department of Education as per N.J.A.C. 6A:9B-13.1.*

4. 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 Mrs. Victoria Stevens, Interim Business Administrator/Board Secretary, from January 5, 2018 through June 30, 2018 at a rate of \$500.00 per day, as per the contract terms and conditions (pending county office approval).

5. **Appointment of Officers/Appointments**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education appoints the following official for the period January 5, 2018 through June 30, 2018:

Position/Official:

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

6. **Approve Additional Days**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Victoria Stevens for up to 3 work days at a rate \$500 per day not to exceed \$1,500. This will ensure a smooth and orderly transition of the Business Administrator position.

N POLICY

. Motion by Mr. Brennon, second by Ms. Bickert to approve the following:

Role Call Vote:

Bickhardt X Brennan X Curry X Davis X Hance X McGuire Abs Scheibener X Johnson X Somers X

Motion carried.

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:

- 1320 (Duties of School Business Administrator/Board Secretary)
- 0131 (Bylaws and Policies)
- 0152 (Board Officers)

O FINANCE AND FACILITIES

. Motion by Ms. Bickert to table the Master Plan Services Proposal. Item was tabled.

1. **Approve Master Plan Services Proposal**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Master Plan Services Proposal submitted by Spiezele Architectural Group for a lump sum fee of \$6,900.00. The Master Plan would

look 5 to 10 years out and would include the evaluation of the existing facility conditions, updating the Long Range Facility Plan and providing an assessment report to identify the district's needs.

P. SUPPLEMENTARY MATTERS - None

Q COMMENTS: PUBLIC – GENERAL - None

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R EXECUTIVE SESSION

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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 Ms. Hance, seconded by Mr. Davis, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 9:40 pm to discuss the above items. Voice vote, motion carried.

2. Motion to Enter Public Session


Motion made by Davis, seconded by Johnson, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 10:27 pm. Voice vote, motion carried.

S. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Davis, seconded by Johnson, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 10:28 pm. Voice vote, motion carried.

Respectfully Submitted,



Julie Mumaw
Interim Business Administrator/Board Secretary

Date: 1/19/18