

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, November 21, 2017, beginning at 7:00 PM in the Milford, NJ 08848.

A. CALL TO ORDER

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 Meeting Act (Chapter 231 Laws of 1975); and that advance notice as required therein has been provided. This is 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

Scheibener ___ X

Johnson ___ X

Somers ___ X

E. CORRESPONDENCE

1. BKC Certified Public Accounts, PC - Presented the School Audit Year End June 2017
2. Julie Mumaw's Resignation letter.

F. CONSENT AGENDA

Motion made by Curry, seconded by Davis, 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: 0

1. Approval of Minutes

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular session minutes of October 17, 2017, and the Executive session minutes of October 17, 2017.

Minutes approved as corrected. All in favor: Yes 9 No: 0 Abstentions: 0

2. **Finance**

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending September 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 September 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 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, 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 September 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 date October 31, 2017 check numbers N0313 thru N0314 in the amount of \$618,663.70 and November 21, 2017 check numbers 07320 thru 07437 in the amount of \$485,912.58.

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.

•Rose Branosky: 1/12/18, Practical Therapy Techniques for Challenging Articulation Cases, Allentown, PA , \$249 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**

Mr. Somers stated that he will draft a letter of recognition to Mr. Soucie for his years of service to the Holland Township School District.

Congratulations to Ms. Schreibener and Ms. Caitlin Witucki on winning in the election and condolences to Mr. McGuire.

Mr. Somers asked Matt Davis to update the BOE on the Ad Hoc Preschool Committee. Mr. Davis said that the Committee reviewed several options and will present their recommendations to the BOE in December.

H. SUPERINTENDENT REPORT

1. Mr. Bailey reviewed the Memorandum of Agreement between the School District and the Holland Township Police Department to have access to school video surveillance in cases of emergencies.

Mr. Bailey mentioned that a parent came to him volunteering to start a girls' lacrosse team.

I. PRINCIPAL REPORT

Ms. Yard reported that the Senior/Veterans Luncheon was well attended and that she received a lot of positive comments.

J. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

Ms. Regan, Kindergarten Teacher, commented that it would be good for the Community to hear how diligent the Board is in managing the District Funds.

K. EDUCATION

Motion by Hance, seconded by Curry.

Roll Call Vote:

Bickhardt__x_Brennan__x_Curry_x__Davis__x_Hance__x_McGuire__x_Scheibener_x__Johnson_x
Somers__x

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 October 12, 2017 - November 15, 2017 and affirms the actions of the administration. (0 investigations, 0 found to be HIB)

2. Approve Field Trips

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

- University of Pennsylvania - School of Design

3. Approve Memorandums of Agreements

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Memorandums of Agreements:

- 2017-2018 Uniformed State Memorandum of Agreement between Holland Township School District, Holland Township Police Department and Law Enforcement Officials
- 2017-2018 Memorandum of Agreement between Holland Township School District, Holland Township Police Department and Law Enforcement Officials Regarding 18A:41-9 Access to School Surveillance Equipment

4. 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 (Special Education):McGraw-Hill, Reading Wonders Series Digital and Print, \$14,959.11

5. **Approve Wildlife Foundation Donation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the Wildlife Donation in the amount of \$700 to be applied towards Geodome/STEM learning activities. The Board recognizes and thanks the Wildlife Foundation for their continued and generous support of our school district.

6. **Approve updated NJQSAC Statement of Assurance**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the updated NJQSAC Statement of Assurance for the 2017-2018 school year. The updated NJQSAC SOA will be submitted to the Department of Education.

L. **PERSONNEL**

Motion by Johnson, seconded by Hance.

Roll Call Vote:

Bickhardt_x_Brennan_x_Curry_x_Davis_x_Hance_x_McGuire_x_Scheibener_x_Johnson_x_Somers_x

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:

- Lisa Hartpence: Teacher/Aide
- Kyle Nolan: Custodian
- Lois Bondor: Teacher/Aide/Library Clerk
- Deborah Czerna: Teacher/Aide
- Shannon Croasdale: Teacher/Aide (pending substitute certificate)

2. **Approve Maternity Leave/NJ Family Leave Insurance Program/FMLA/NJ Family Leave Act**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Sarah Ortman's maternity leave utilizing New Jersey's Family Leave Insurance Program/NJFMLA/FMLA request starting on or about February 12, 2018 through on or about June 30, 2018.

3. **Ratify Approval of Girls Basketball Coach**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Ms. Shannon Croasdale (pending substitute certificate) and Mrs. Deborah Croasdale as girls basketball co-coaches.

Further RESOLVED the entire stipend of \$3,563 will be paid to Ms. Shannon Croasdale.

4. **Approve Business Administrator/Board Secretary Job Description**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Business Administrator/Board Secretary Job Description.

5. Resignation of Interim Business Administrator/Board Secretary

RESOLVED that the Board of Education accept the resignation of the Interim Business Administrator/Board Secretary effective January 4, 2018.

M. POLICY

Motion by Brennan, second by Curry.

Roll Call Vote:

Bickhardt_x_Brennan_x_Curry_x_Davis_x_Hance_x_McGuire_x_Scheibener_x_Johnson_x_Somers_x

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:

- 5111 (Eligibility of Resident/Non-Resident Students)

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:

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

N. FINANCE AND FACILITIES

Motion by Bickhardt, seconded by Hance.

Roll Call Vote:

Bickhardt_x_Brennan_x_Curry_x_Davis_x_Hance_x_McGuire_x_Scheibener_x_Johnson_x_Somers_x

1. Accept the Annual CAFR/Financial Audit

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the annual CAFR/ Financial Audit for the fiscal year ended June 30, 2017 as prepared by the firm of Bedard, Kurowcki & Com and acknowledge that there is one recommendation.

2. Accept Corrective Action plan for the 2016-2017 Audit.

RESOLVED that upon the recommendation of the Superintendent that the Holland Township Board of Education approves the corrective action plan for the 2016-2017 audit.

3. Accept the Certification of Implementation of Corrective Action Plan

RESOLVED that upon the recommendation of the Superintendent that the Holland Township Board of Education approves the Certification of Implementation of Corrective Action Plan for the fiscal year ended June 30, 2017.

O. SUPPLEMENTARY MATTERS

Mr. Somers announced the Holiday Staff Breakfast will be held on December 22, 2017.

P. COMMENTS: PUBLIC - GENERAL

Several school district staff questioned the information that was broadcast on social media in recent weeks. Mr. Somers stated that several inaccuracies were made and not to rely on that information.

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 Bickhardt, seconded by Davis, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 8:07 PM to discuss Personnel Matters, Collective Bargaining and ongoing litigation.

2. **Motion to Enter Public Session**

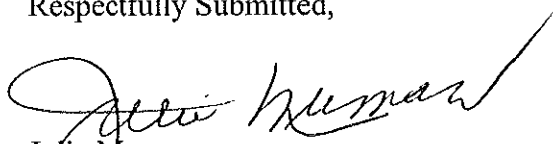
Motion made by Davis, seconded by Curry, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 9:14 PM.

R. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Davis, seconded by Curry, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 9:16 PM.

Respectfully Submitted,


Julie Mumaw
Interim SBA/Board Secretary