

BOARD APPROVED

DRAFT – 3/23/2018

PAGE 1 OF 8

MINUTES OF REGULAR BOARD MEETING–FEBRUARY 27, 2018
THE BOARD OF TRUSTEES, HOLLAND TOWNSHIP SCHOOL-7:00 P.M.

A regular Board Meeting of the Board of Trustees of Holland Township School was held on Tuesday, February 27, 2018, beginning at 7:00 PM in the Middle School Auditorium at the Holland Township School, 714 Milford-Warren Glen Road, Milford, NJ 08848.

- 1. CALL TO ORDER – Board President Lorraine Scheibener called the meeting to order at 7:00 p.m.
- 2. FLAG SALUTE – followed immediately.
- 3. WELCOME
Board President Scheibener recited the Welcome as printed on the agenda. 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.
- 4. ROLL CALL
Ms. Casey Bickhardt – P
Mr. Brett Curry – Absent
Mr. Matt Davis – P
Laurie Hance – P
Mr. Ed Johnson – P
Mr. Joe Somers – P
Ms. Caitlin Witucki – P
Mr. Phillip Brennan – P
Mrs. Lorraine Scheibener – P
- 5. CORRESPONDENCE – No correspondence
- 6. BOARD PRESIDENT REPORT – President Scheibener informed the Board that the Board Presidents from the High School sending districts have scheduled a "gathering" on Thursday, March 29 for a meet/greet.
- 7. CONSENT AGENDA
Motion made by Davis, seconded by Hance, 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 Abstain: 0 ; Motion carried.
- 1. Approval of Minutes
Upon the recommendation of the Superintendent of Schools that the Board approve the Regular Board Meeting Minutes (*Revised*) of January 23, 2018.
- 2. Finance
 - 1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending January 31, 2018 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 Interim Superintendent, William Shlala 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, 2018, and he

MINUTES OF REGULAR BOARD MEETING–FEBRUARY 27, 2018
THE BOARD OF TRUSTEES, HOLLAND TOWNSHIP SCHOOL-7:00 P.M.

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 Interim School Business Administrator/Board Secretary's, Victoria L. Stevens 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, 2018, 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, 2018 check numbers N0323 thru N0325, and 07598-07599 in the amount of \$647,314.98 and the bill list dated February 27, 2018 check numbers 07600-07699 in the amount of \$812,240.78.

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.

- Joyce Dlugose: 3/20/18-3/21/18, Tri State ACA Conference, Atlantic City
- Ed Pico: 3/11/18-3/14/18, 2018 NJSBGA Expso, Atlantic City, \$200 Registration, \$250.21 Hotel, \$66.34 Mileage
- Carol Stow: 4/18/18, SLPs: Enhance Therapy Effectiveness for Auditory Process Disorder, Memory Deficits, ADD and Language Processing, \$249 Registration

1. **INTERIM SUPERINTENDENT REPORT** – William Shlala

Architect is on Board and we anxiously await solid info. Random Acts of Kindness is full of surprises and we look forward to a more expansive approach. Communities created in schools, beginning building on this. Credit to Guidance Counselors for an air of "care" from within. Budget meetings update 3/6, 3/13, 3/20 and 3/27 with Budget Approval – should have state aid figures on 3/15. District told to use last year's figures. Also, a review of current budget has provided Supt. Shlala with a better understanding of the availability of funds, due in part to a spending freeze imposed in February. Good news forthcoming from Finance & Facilities. New QSAC regulations are being imposed and Holland is up for QSAC soon. Nancy & Bill will attend the training now. As for security, additional signs have been order to alert the public that the building is under surveillance. Bill also reported on his meeting with Chief Harris of Holland Township Police. Chief Harris is pleased/satisfied with current security procedures. In that regard, John Jesilowski met with Administration and it was determined that one door is not always locked, and he will be looking into making the temporary gates permanently secure after hours and all outside doors will be equipped for FOB or SCAN entry. The Middle School Library will not be used after school to allow for monitoring/access of the building more efficiently and safety enhanced.

Thank you to Superintendent Shlala for the Weekly Reports/Updates. The Board finds these to be helpful.

Joe Somers questioned if the Board was interested in Petition offered through NJSBA. It was suggested that it be taken through Committee due to its very comprehensive nature – both Communication and Education Committees will review.

MINUTES OF REGULAR BOARD MEETING--FEBRUARY 27, 2018
THE BOARD OF TRUSTEES, HOLLAND TOWNSHIP SCHOOL-7:00 P.M.

As a side note to the Security conversation(s) Mr. Somers informed the Board and public in attendance that he is a certified member of the Community Emergency Response Team (CERT) for Holland Township.

Continuing on with budget issues, Mr. Somers questioned the cost of advertising with the designated papers for not just legal ads. Superintendent Shlala informed the Board that there is a component of the Frontline software (through Aesops – the approval of which is on tonight's agenda) that with an Appletrack account we, as a district, are able to upload advertisements and also pull off resumes that may be posted. We will have access to a strong pool of candidates at a flat user's fee rather than placing extremely costly display ads in local and or state-wide papers.

I. PRINCIPAL REPORT

Congratulations to the Boys and Girls Basketball teams. The Girls made it to the Finals! Middle School Drama production Frog Prince of Spamalot - WELL DONE!!!!!! Student Council Movie Night at the Elementary School was well attended.

J. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

Mr. Jeffrey Shrewsbury spoke to the Board on behalf of his concern(s) for security for the students and staff at Holland Township School. He felt compelled to offer his assistance due to his ability to bear arms as well as his historical perspective as a resident, also a substitute bus driver (as well as his wife), and his training as an airline pilot with emergency procedures (an armed cockpit) in such situations requiring immediate response in a very short time to take action. He strongly urges the Board to start discussions now and allow for "Volunteerism."

It was reiterated at this time that Finance will be meeting on 3/6, 3/13, and 3/20 at 6:30 with Education at 5:30 on 3/13 and Personnel at 5:30 on 3/20. Board meeting will be held on 3/27 with adoption of Preliminary Budget to allow for submission to County Superintendent for review prior to the Public Hearing at a date/time to be set within the parameters of the revised Election/Budget calendar, other than the legislated one due to the necessity for additional review time by new incoming Governor prior to release of State Aid figures. State Aid figures set to be released by noon two days following address of 3/13 – so we shall see on 3/15.

K. EDUCATION – Chairperson Matt Davis

Chairperson Davis noted that the Education Committee met and discussed the following items and have submitted these for Board approval. Upon motion by Davis, second by Johnson, Items K-1 through K-10 were presented for approval. Discussion on items ensued. Please note that the calendar for 2018-2019 will NOT match that of Del Val HS for Spring break. Holland has chosen April 19-26 with Del Val and Frenchtown chosen to take their "break" the first week in April. The donation from Opdyke Lumber and Home Depot are part of Enrichment, specifically the solar oven project that the Vo-Tech students are building for Holland. Nurse T.J. further spoke on the Open POD and Closed POD agenda items as it pertains to the County Public Health Department. It was noted that the math materials besides any textbooks, includes licenses for electronic applications as well as hands on manipulatives and supplementary consumables.

Roll Call Vote:

Bickhardt – Y; Davis – Y; Hance – Y; Johnson – Y; Somers – Y; Witucki – Y; Brennan – Y; Scheibener – Y
All in favor. Motion carried.

MINUTES OF REGULAR BOARD MEETING-FEBRUARY 27, 2018
THE BOARD OF TRUSTEES, HOLLAND TOWNSHIP SCHOOL-7:00 P.M.

- Accept Superintendent's Harassment, Intimidation, Bullying Report**
RESOLVED that the Holland Township Board of Education accepts the Superintendent's Harassment, Intimidation, Bullying report for January 18, 2018 - February 20, 2018 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:
- Parkland High School
 - The Bounce Factory
 - Gettysburg, PA
 - Hershey, PA
 - Kutztown, PA
 - Dorney Park
 - Del Val Arts Festival
 - Kingwood Township School
3. **Approve Calendar for 2018-2019 School Year**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the 2018-2019 calendar.
4. **Approve Donation**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts a donation in the amount of \$100 from Frenchtown-Milford VFW to go towards the Library. The Board recognizes and thanks the Frenchtown-Milford VFW for their generous support of our school district.
5. **Approve Opdyke Lumber Donation**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the Opdyke Lumber donation of lumber material used for the solar oven project. The Board recognizes and thanks the Opdyke Lumber for their continued and generous support of our school district.
6. **Approve Home Depot Donation**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the donation in the amount of \$75 from Home Depot to be used for the solar oven project. The Board recognizes and thanks the Home Depot for their continued and generous support of our school district.
7. **Approve PTO Donation**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the PTO donation of recess equipment for both the elementary and middle school with a combined value of approximately \$2,000. The Board recognizes and thanks the PTO for their continued and generous support of our school district.
8. **Approve Open POD**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Hunterdon County Division of Public Health use of school facility as Point of Distribution (POD) for medication during a potential health event. The organization would bring in their own staff and supplies to distribute medication to the public.
9. **Approve Closed POD**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Hunterdon County Division of Public Health to provide free medication, to staff members and their families, during a public health emergency. Holland Township School Operations Manager will pick up the medication and the school nurse will then contact staff and distribute.

MINUTES OF REGULAR BOARD MEETING--FEBRUARY 27, 2018
THE BOARD OF TRUSTEES, HOLLAND TOWNSHIP SCHOOL-7:00 P.M.

0. Approve Math Materials

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Math material purchase:
•Grades K-4: Pearson enVisonmath 2.0, \$59,561.88

PERSONNEL – Chairperson Ed Johnson

Chairperson Johnson moved Agenda items L1 through L9. Second by Hance. Discussion ensued clarifying the sub-certification – if needed – for Baseball Coach Nancy Holzworth and the addition of a Lacrosse Club.

Roll Call Vote:

Bickhardt – Y; Davis – Y; Hance – Y; Johnson – Y; Somers – Y; Witucki – Y; Brennan – Y; Scheibener – Y
All in favor. 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:

- Jared Grassi: Custodian
- Vicki Stamets: Teacher/Aide
- Nancy Holzworth: Teacher/Aide
- Joseph Colontone: 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 17, 2018 to end May 2018 for approximately 1 hour per session at an hourly rate as per the HTEA Contract (total not to exceed \$2,200.00)

3. 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 Stephanie Godshalk's maternity leave utilizing New Jersey's Family Leave Insurance Program/ NJFMLA/FMLA request starting on or about May 24, 2018 through on or about November 26, 2018.

4. Approve Unpaid Day

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Joyce Criss's request for unpaid days not to exceed four half days beginning March 1, 2018 until March 31, 2018.

5. Approve Unpaid Days

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves unpaid intermittent medical leave for Sherri Karcher's (Cafeteria Aide) beginning Tuesday, February 20, 2018 until June 30, 2018.

6. Approve Extra and Co-Curricular Activities

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following as coaches for the 2018/2018 school year as per the HTEA Contract:

MINUTES OF REGULAR BOARD MEETING--FEBRUARY 27, 2018
THE BOARD OF TRUSTEES, HOLLAND TOWNSHIP SCHOOL-7:00 P.M.

- Position: Baseball/Name: Nancy Holzworth (Pending Sub Certification)/Stipend: \$1,980
- Position: Baseball(Volunteer)/Name: Bradley Bidwell
- Position: Softball/Name: Katelynn Yard/Stipend: \$1,980
- Position: Softball (Volunteer)/ Name: Lori Matthews

7. **Approve Club**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Lacrosse Club.

FURTHER RESOLVED the Holland Township Board of Education approves Mrs. Megan Monti as the club adviser with a stipend not to exceed \$1,600.00.

1. **Approve Club Volunteer**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Jill Boethig as a volunteer to Lacrosse Club.

9. **Approve Proposal**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the proposal with Frontline Education for the implementation and prorated subscription of the Recruiting and Hiring Solution Program with a estimated total of \$3,189.33.

4. **POLICY – Chairperson Phillip Brennan**

Moved by Chairperson Brennan, second Bickhardt, to approve Agenda item M-1. Discussed Board *REMINDER* to *REVIEW* and *REMEMBER* to follow proper protocol as a Board Member using Social Networks.

Role Call Vote:

Bickhardt ___ Curry ___ Davis ___ Hance ___ Johnson ___ Somers ___ Witucki ___ Brennan ___ Scheibener ___

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 0169.02 (Board Member Use of Social Networks)
- P 3437 (Military Leave)
- P 4437 (Military Leave)
- P 5516.01 (Student Tracking Devices)
- R 7101 (Educational Adequacy of Capital Projects)
- P 7425 (Lead Testing of Water in Schools)
- P&R 7440 (School District Security)
- P&R 7441 (Electronic Surveillance in School Buildings and on School Grounds)
- P 8630 (Bus Driver/Bus Aide Responsibility)
- R 8630 (Emergency School Bus Procedures)
- P 9242 (Use of Electronic Signatures)

J. **FINANCE AND FACILITIES – Chairperson Bickhardt**

Moved by Bickhardt, second Johnson for Agenda items N1 through N-4. Emphasis and concentration by the committee was placed on items 3 & 4. Master Plan completion expected 4-6 weeks.

BOARD APPROVED

**MINUTES OF REGULAR BOARD MEETING-FEBRUARY 27, 2018
THE BOARD OF TRUSTEES, HOLLAND TOWNSHIP SCHOOL-7:00 P.M.**

Roll Call Vote:

Bickhardt – Y; Davis – Y; Hance – Y; Johnson – Y; Somers – Y; Witucki – Y; Brennan – Y; Scheibener – Y
All in favor. Motion carried.

1. Approve Milford Borough School District Preschool Disabled Contract 17-18

RESOLVED, that upon the recommendation of the Superintendent the Holland Township Board of Education approves the contract with Milford Borough School District for the remaining 17-18 school year for child 3084964720 in the amount of \$21,400.00. (prorated)

2. Approve Contract with New Jersey School Boards Association

RESOLVED, that upon the recommendation of the Superintendent the Holland Township Board of Education approves a contract with NJSBA for collective negotiations assistance at a rate of \$150.00 per hour.

3. Approve Master Plan Services Proposal

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approved the Master Plan Services Proposal submitted by Speizle Architectural Group for a lump sum fee of \$7900.00 plus reimbursable. 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.

1. Approve Phase II of Parking Lot Project

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approve Phase II of the Parking Lot Project from Speizle Architectural Group with a cost of \$17,500.

2. SUPPLEMENTARY MATTERS

Dates were reiterated for Finance Committee on 3/6 & 3/13 to create Budget, 3/20 full Board Budget worksession, 3/27 Adopt Tentative Budget. Committee meetings prior to Finance on the 13th for Education and 20th for personnel.

2. 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.

2. 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

MINUTES OF REGULAR BOARD MEETING--FEBRUARY 27, 2018
THE BOARD OF TRUSTEES, HOLLAND TOWNSHIP SCHOOL-7:00 P.M.

- 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 Somers, seconded by Davis, on the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:45 to discuss Collective Bargaining and Pending, Ongoing and/or Anticipated Litigation. Length approximately 30 minutes with no action anticipated. Voice vote – all in favor. Motion carried.

2. **Motion to Enter Public Session**

Motion made by Somers, seconded by Davis, upon the recommendation of the Superintendent of Schools the Holland Board returned to Open Session at 8:09 P.M.

2. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Somers, seconded by Johnson, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 8:10 P.M. Voice vote. Motion unanimously carried.

Respectfully submitted:



Victoria L. Stevens, Interim SBA