



Holland Township School

REGULAR BOARD MEETING

MAY 23, 2017

MILFORD, NJ 08848

7:00 PM

AGENDA

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 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____
Brennan____
Curry____
Davis____
Hance____
Johnson____
McGuire____
Somers____
Soucie____

E. **CORRESPONDENCE**

- Resolution Honoring Carolyn Grundauser - Teacher of the Year
- Resolution Honoring Rose Branosky - Educational Services Professional of the Year
- Resolution Honoring Kathleen Stannard
- Resolution Honoring Donna Widmer
- Resolution Honoring Linda Breslin

F. **CONSENT AGENDA**

Motion made by _____, seconded by _____, 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: _____ **No:** _____ **Abstentions:** _____

1. **Approval of Minutes**

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular Minutes of April 25, 2017, and the Special Board Meeting Minutes of May 10, 2017 and the Executive Session Special Board Meeting Minutes of May 10, 2017.

2. **Finance**

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending March 31, 2017 and April 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

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Secretary and the Treasurer of School Moneys for the month ending March 31, 2017, and April 30, 2017 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 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 March 31, 2017, and April 30, 2017 and 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 April 30, check numbers N0300 thru N0301, in the amount of \$632,117.32 and May 23, 2017, check numbers 06647 thru 06741, in the amount of \$.548,409.87.

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.

•Janet Huber: 10/27/17, 50th Annual Conference on Reading and Writing, New Brunswick, \$180 Registration, \$25.11 Mileage

•Laura Burke: 10/27/17, 50th Annual Conference on Reading and Writing, New Brunswick, \$180 Registration, \$27.03 Mileage

•David Bailey: 9/28/17-9/29/17, Annual Hunterdon County Superintendent's Conference, Shawnee, PA, \$177.45 Registration & Hotel, \$18.66 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.

G. BOARD PRESIDENT REPORT

H. SUPERINTENDENT REPORT

1. HIB Report
2. Green Flag Award
3. Kindergarten Readiness Program
4. Thank You PTO
5. Renewal Process

I. PRINCIPAL REPORT

1. Band/Music Awards
2. Ellis Simulation
3. Buckets for Buckets

J. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

K. EXECUTIVE SESSION

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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 _____.

L. **EDUCATION**

Role Call Vote:

Bickhardt___Brennan___Curry___Davis___Hance___Johnson___McGuire___Somers___Soucie___

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 April 10, 2017 - May 17, 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:

•Camp Tecumseh

3. **Approve School Bus Emergency Evacuation Drill Statement (as stipulated by 6A:27-11.2)**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the following statement for the School Bus Emergency Evacuation Drill as per 6A:27-11.2;

WHEREAS, On Monday, May 15, 2017 the Holland Township School Principal Dr. Nancy Yard oversaw the school bus emergency evacuation drill for all bus routes. The drill was held at

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approximately 8:20 am for the elementary school students and at approximately 9:05 am for the middle school students in front of the school in the bus unloading area.

4. **Approve District Application for Amendment of Interdistrict Public School Choice Program**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the District Application for Amendment of Interdistrict Public School Choice Program to include all grade levels open K-8.

M **PERSONNEL**

Role Call Vote:

Bickhardt__Brennan__Curry__Davis__Hance__Johnson__McGuire__Somers__Soucie__

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 and 2017-2018 school year:

- Maria Patullo: Teacher, Teacher/Aide, Library Clerk
- Teresa Kemple: Teacher, Teacher/Aide, Library Clerk, Secretary, Cafeteria Aide
- Theresa Tiller: Aide, Library Clerk, Secretary, Cafeteria Aide

2. **Approve FMLA Leave**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Nicole Carr's request for unpaid FMLA leave beginning on or about June 15, 2017 not to exceed 12 weeks.

3. **Approve Long Term Substitute Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Sheila Mandato as the Long Term Substitute Teacher for Kindergarten to begin retroactive to May 4, 2017 and ending on or about June 30, 2017. Mrs. Mandato will be paid as follows:

Regular per diem substitute rate of \$90.00 per day for the first 10 consecutive school days and effective on the eleventh consecutive day in the position, the rate shall be 1.3 times the regular per diem substitute rate (\$117.00), and shall be retro-active to the first day

On the 31st consecutive day in the position the per diem amount will be 1/200th of Step 1 of the 2016-2017 HTEA salary guide (\$253.26).

4. **Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the resignation of Mrs. Linda Breslin (Pre School Teacher), with regret for the purpose of retirement, effective July 1, 2017.

5. **Approve Change in Hours**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the change in hours for Mrs. Betsy Nush from part time at 19.5 hours/week (FTE 0.55) Health and Physical Education Teacher to full time Health and Physical Education Teacher effective July 1, 2017. Mrs. Nush's placement on the salary guide is unchanged, however she now qualifies for health benefits.

6. **Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the resignation of Mr. Mathew LaCourte (Baseball Coach), with regret effective May 10, 2017.

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FURTHER RESOLVED, the Holland Township Board of Education accepts the resignation of Mr. Mathew LaCourte as a Substitute Teacher/Substitute Aide for the the remaining 2016-2017 school year and for the 2017-2018 school year with regret effective May 10, 2017.

7. **Approve Baseball Coach**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mr. Tom Welsh as the replacement Baseball coach for the remaining 2016-2017 school year with a stipend rate of \$500.00.

8. **Approve Summer Technology Assistance**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following summer technology assistance employees with an hourly rate of \$11.00 per hour not to exceed a total of 400 hours:

- Eileen Bertolotti
- Denise Carney
- Lisa Nolan

9. **Approve Summer Custodian Personnel**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Alfons Mayer as a summer custodial employee at his contracted 2017/2018 hour rate of \$18.62 per hour.

Further RESOLVED the following are summer custodial employees at an hourly rate of \$11.00 per hour:

- Kyle Lippincott
- Kyle Conti
- Dan Hett
- Chris Fleischman

Further RESOLVED that the following are summer custodial substitutes at an hourly rate of \$11.00 per hour:

- Lynn Olah
- Kurt Heeren
- CJ Schaible
- Eileen Bertolotti
- Brian Williams
- David Lovering
- Jean Dech
- Lori Riker
- Colin Makombe
- Brad Apgar (pending background check)
- Kevin Delatte (pending background check)

10. **Approve Summer Hours for Librarian and Library Clerk**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves summer hours for Librarian: Christine Detrick and Library Clerk: Joyce Criss not to exceed 25 each with the hourly rate of \$52.33 for Christine Detrick and \$24.57 for Joyce Criss.

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11. Approve Non-Association Employees Contract for 2017-2018

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Non-Association Employees contracts (2.6% salary increases) for the 2017-2018 school year:

- Carol Cole, Operations/Payroll Administrative Assistant: \$47,943 (includes longevity)
- Carmelina Delasey, Superintendent's Administrative Assistant: \$50,278
- John Jesiolowski, Maintenance/Network Technician: \$91,523 (includes longevity)
- Jason Kires, Educational Technology Coordinator/Integration Specialist: \$82,808
- Deborah Olah, SBA Administrative Assistant: \$64,771 (includes longevity)
- Edward Pico, Educational Facilities Manager: \$79,630

12. Approve Part-Time Non Association Employees Salary Increases for 2017-2018

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Part-Time Non-Association Employees (2.6% salary increases) for the 2017-2018 school year:

- Sherri Karcher (Cafeteria Aide) - \$4,692
- Vicky Snyder (Cafeteria Aide) - \$4,692
- Gina Viespoli (Cafeteria Aide) - \$4,692
- Claudia Wirkus (Cafeteria Aide) - \$6,703
- Patti Fischer (Treasurer) - \$3,581

13. Approve Administrative Contracts for 2017-2018

RESOLVED that the Holland Township Board of Education approves the following administrator contracts (2.6% salary increases) for the 2017-2018 school year:

- Nancy Yard - K-8 Principal/Curriculum Coordinator: \$124,940
- Kathleen Stannard - Special Services Supervisor: \$9,457 (\$113,482÷12)

14. Non-Tenure Teacher Renewal

Resolved, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the following non-tenured teachers for the 2017-18 school year.

Name/Salary/Step/Tenure Date

- Christine Haffling: \$57,622, Step 5MA, September 4, 2017
- Sandra Phillips: \$61,322, Step 9MA30, September 4, 2017
- Lori Matthews: \$23,633 (P/T 41% FTE), Step 13BA, September 4, 2017
- Deborah Zdepski: \$55,932, Step 11BA, January 17, 2018
- Allison Dolan: \$55,472, Step 5BA30, September 4, 2018
- Teresa Hirsch: \$52,992, Step 4BA15, September 4, 2018
- Sarah Ortman: \$52,922, Step 5BA, September 4, 2018
- Ryan Pfenning: \$57,077, Step 4MA, September 4, 2018
- Laura Burke: \$58,322, Step 7MA, November 27, 2018
- Jennifer Leap: \$60,632, Step 12MA, December 16, 2018
- Alison Wilt: \$54,237, Step 7BA15, December 16, 2018
- Donna Luzzo: \$54,237, Step 6BA15, February 18, 2019
- Megan Whipple: \$52,377, Step 4BA, September 24, 2019
- Kelly Hedlund: \$52,377, Step 4BA, October 20, 2019
- Lori Regep: \$33,093, Step 3, July 14, 2020
- Diane Udovich: \$55,472, Step 5BA30, September 1, 2020
- Marissa Rebimbas: \$18,537 (P/T 67% FTE), Step 8BA30, September 1, 2020

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- Josi Garcia: \$46,320 (P/T 66% FTE), Step 17MA, September 1, 2020
- Jacqueline Martoccia: \$57,077, Step 4MA, September 1, 2020
- Jennifer Baker: \$68,362, Step 15MA30, October 4, 2020
- Alantha Carter: \$58,322, Step 8MA, December 22, 2020

15. Approval of Movement on the Guide

Resolved, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approves the following teachers/staff movement on the guide as per the negotiated agreement / collective bargaining agreement for the 2017-18 school year.

N. POLICY

Role Call Vote:

Bickhardt___Brennan___Curry___Davis___Hance___Johnson___McGuire___Somers___Soucie___

1. Approve Second Readings of Bylaws, 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 Bylaws, Policies and Regulations:

- 0000.02 (Introduction)
- 2415.06 (Unsafe School Choice Option)
- 2622 (Student Assessment)
- 3160 (Physical Examination)
- 4160 (Physical Examination)
- 5116 (Education of Homeless Children)
- 7446 (School Security Program)
- 8350 (Records Retention)

O. FINANCE AND FACILITIES

Role Call

Vote: Davis___Curry___Bickhardt___Brennan___Hance___Johnson___McGuire___Somers___Soucie___

1. Food Services

RESOLVED upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve a contract dated May 18th, 2017 with Maschio's Food Service Inc. to provide food service for the 17-18 school year. The Management and Administrative fee for the 17-18 school year shall be \$8,353.00 payable in 10 monthly installments of \$835.30 commencing September 1, 2017 and ending June 30, 2018. Maschio's guarantees a no cost or break-even food service operation, including the management fee. In the event that program cost exceed total revenues, for all sources, Maschio's shall be responsible for any losses incurred.

2. Transfer of Surplus to Capital Reserve

RESOLVED that upon the recommendation of the Superintendent of Schools that the Board approve transfer of surplus to capital reserve.

WHEREAS, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

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WHEREAS, the Holland Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Holland Township Board of Education has determined that an amount not-to-exceed \$250,000 may be available for such purpose of transfer.

NOW, THEREFORE, BE IT RESOLVED by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

3. Transfer of Surplus to Maintenance Reserve

RESOLVED that upon the recommendation of the Superintendent of Schools that the Board approve transfer of surplus to maintenance reserve.

WHEREAS, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Holland Township Board of Education wishes to deposit anticipated current year surplus into Maintenance Reserve account at year end, and

WHEREAS, the Holland Township Board of Education has determined that an amount not-to-exceed \$250,000 may be available for such purpose of transfer. NOW,

THEREFORE, BE IT RESOLVED by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

4. Transfer of Surplus to Emergency Reserve

RESOLVED that upon the recommendation of the Superintendent of Schools that the Board approve transfer of surplus to emergency reserve.

WHEREAS, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Holland Township Board of Education wishes to deposit anticipated current year surplus into Emergency Reserve account at year end, and

WHEREAS, the Holland Township Board of Education has determined that an amount not-to-exceed \$250,000 may be available for such purpose of transfer. NOW,

THEREFORE, BE IT RESOLVED by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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5. Acceptance of Donations

RESOLVED that upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education accept the following donation to offset the cost of educational programs and services.

Holland Soccer Association donation of \$1123.00 to assist in the purchase of two new soccer goals.

6. ESC Contract

RESOLVED that upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approves the attached contract with the Hunterdon County Educational Commission for special education aide services for the 2017-2018 school year.

7. Frenchtown Multiple Disabilities Tuition Contract

RESOLVED that upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the attached contract with Frenchtown School for the 17-18 school year in the amount of \$19, 900.00.

8. Alexandria Shared Services Agreement

RESOLVED that upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the attached contract with Alexandria Township School for Shared Services in the amount of \$65,000.00 for School Business Administration Services.

P. 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 _____.

Q. SUPPLEMENTARY MATTERS

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R. 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.

S. ADJOURNMENT

1. Motion to Adjourn

Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at _____.

NOTE: SUPPORTING DOCUMENTATION OF A NON-CONFIDENTIAL NATURE SHALL BE ACCESSIBLE TO THE PUBLIC FOR INSPECTION AT THE MEETING AND IS AVAILABLE UPON REQUEST AT THE EARLIEST CONVENIENCE IN ACCORDANCE WITH THE PROVISIONS OF THE OPEN PUBLIC RECORDS ACT N.J.S.A. 47:1A ET SEQ.