

# Minutes of Regular Board Meeting

## The Board of Education Holland Township School

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A Regular Board Meeting of the Board of Trustees of Holland Township School was held Tuesday, April 28, 2020, beginning at 7:00 PM in the Milford, NJ 08848.

A. **AGENDA YOU TUBE LINK**

1. <https://www.htsdl.com/boe/>

B. **CALL TO ORDER**: 7:01 pm

C. **FLAG SALUTE**

D. **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.

E. **ROLL CALL**

Davis P  
Hackmann P  
Hance P  
McGuire P  
Muller P  
Somers P  
Walker P  
Witucki P

8 Members present. No absences.

F. **CORRESPONDENCE**

1. Thank You Letter - Susan G. Komen

G. **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 Somers, seconded by Muller, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:04 pm to discuss Confidential Matters by Law or Court Order and Personnel Matters.

2. Motion to Enter Public Session

Motion made by Somers, seconded by Walker, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:27 pm.

H. CONSENT AGENDA

Motion made by Davis, seconded by Walker, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the consent agenda items 1 through 3.

Affirmative Vote

**8 AYES 0 NAYES 0 ABSTENTIONS**

Motion carried 8-0 in voice vote.

1. Approval of Minutes

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of **March 17, 2020.**

2. Bill List

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated **March 31, 2020** check number **NO401 in the amount of \$307,367.80. and Bill List dated April 30, 2020 check numbers** NO403 thru NO404 in the amount of **\$1,017,791.73.**

### 3. Finance

- 1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending **February 2020 and March 2020** 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, Stephanie Snyder, recommends that the Board of Education accept the monthly financial reports of the Board Secretary and the Treasurer of School Moneys for the months ending February 29, 2020 and March 31, 2020 and she 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, Brian McCarthy certification as required by N.J.A.C. 6:20-2.13(d), that no line item account has been over expended as of February 29, 2020 and March 31, 2020 that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year

## I. BOARD PRESIDENT REPORT

### 1. Board and Superintendent Evaluations

Board President Matthew Davis made the following comments:

- a. The President apologized to the Board for recently being consumed with work, but is now able to refocus his efforts to the Board and School.
- b. The President agreed that the Board should formally recognize the teaching staff's great efforts during remote learning, and especially thanked Jason Kries for his technology prowess in assisting remote learning and this remote Board meeting.
- c. The President noted that the Superintendent's Evaluation was due by 7/1, and time would be planned in near future for review.

## J. SUPERINTENDENT REPORT

### 1. Budget Presentation

Superintendent Stephanie Snyder presented the 2020-2021 budget to the Board and to the Public.

### 2. NJSLA Science Report

The Superintendent made a required presentation of information from the NJSLA Science Report.

## K. PRINCIPAL REPORT

Principal Susan Wardell made the following comments:

- a. Our teachers are doing a great job, and receiving very positive feedback from parents.
- b. She disclosed that she planned to create "virtual field trips", and will share details with the staff shortly.
- c. She also thanked our Guidance Counselors for their efforts in remotely promoting "Spirt Week" to the students.

L. **COMMENTS: PUBLIC - AGENDA ITEMS ONLY**

None.

M. **EDUCATION**

Motion made by Hance, seconded by Witucki, to approve items 1 through 4.

**Roll Call**

**Vote:** Hance\_Y\_McGuire\_Y\_Muller\_Y\_Somers\_Y\_Walker\_Y\_Witucki\_Y\_Hackmann\_Y\_Davis\_Y

Motion carried 8-0 in roll call vote.

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 March 11, 2020 to April 21, 2020 and affirms the actions of the administration.

2. **Approve Annual Programs and Curriculum**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education adopts the programs, educational organization, textbooks, and the following curriculum guides of the Holland Township School District presently in effect:

- Visual and Performance Arts
- Comprehensive P.E./Health
- LAL
- Math
- Science
- Social Studies
- World Language
- Technology
- 21st Century Life and Career
- Library
- Preschool

3. **Approve Revision of the 2019-2020 School Calendar**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the revision of the 2019-2020 school calendar as follows:

- Monday, June 15, 2020 - Last Day Students/Staff
- Friday, June 12, 2020 and Monday, June 15, 2019 - Early Dismissal Days

4. **Approve Online Registration for IDA - Upper Midwest Branch 46th Annual Conference**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the online registration for teachers: DeeDee Udovich, Colleen Speth, Michelle Schwallie, Ryan Pfenning, and Allison Kays for the "IDA - Upper Midwest Branch Annual Conference" at a cost of \$50

per teacher. Wilson Reading System (WRS) certified educators may use the certificate of attendance for this conference toward the renewal of Wilson Dyslexia Practitioner (WDP) and Wilson Dyslexia Therapist (WDT) credentials.

N. **PERSONNEL**

Motion made by Davis, seconded by Hance, to approve items 1 through 5.

**Roll Call**

**Vote:** Hance\_Y\_McGuire\_Y\_Muller\_Y\_Somers\_Y\_Walker\_Y\_Witucki\_Y\_Hackmann\_Y\_Davis\_Y

Motion carried 8-0 in roll call vote.

1. **Approve Tenure**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves to grant tenure to staff as per the attached listing.

2. **Approve Staff for the 2020-2021 School Year**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves to rehire teachers, support staff, non-tenured staff and non-association staff for the 2020-2021 school year as per the listing.

3. **Approve Organizational Chart for the 2020-2021 School Year**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Organizational chart for the 2020-2021 school year.

4. **Approve Substitute List**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves substitutes for the 2020/2021 school year.

5. **Annual Appointment of Officers/Appointments - Reappointments**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education appoints the following officials, for the period July 1, 2020 through June 30, 2021:

- Business Administrator: Brian McCarthy
- Board Secretary: Brian McCarthy
- Purchasing Agent: Brian McCarthy
- Treasurer of School Monies: Patti Fischer
- Custodian of School Records: Brian McCarthy
- Attendance Officer: Susan Wardell
- Affirmative Action Officer: Brian McCarthy
- 504 Officer: Susan Wardell
- Public Agency Compliance Officer: Brian McCarthy
- HIB Coordinator: Susan Wardell
- HIB Specialist: Jennifer Leap, Kristen Deniz, Lauren Aversa
- Drug Liaison Officer: Jennifer Leap
- DYFS Liaison: Jennifer Leap

- Homeless Liaison: Susan Wardell
- Right to Know Coordinator: Edward Pico
- Indoor Air Quality Compliance Officer: Edward Pico
- AHERA Representative: Edward Pico
- Safety Committee Coordinator: Edward Pico
- Integrated Pest Management Manager Coordinator/Plan: Edward Pico
- School Safety Specialist: Brian McCarthy
- Human Resource Officer: Stephanie Snyder

6. **Approve Superintendent Contract**

~~RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves new Superintendent contract commencing July 1, 2020 through June 30, 2025 with a base salary of \$140,000 annually for the 2020-2021 school year, \$142,800 annually for the 2021-2022 school year, \$145,656 annually for the 2022-2023 school year, \$148,569 annually for the 2023-2024 school year, and \$151,541 annually for the 2024-2025 school year.~~

O. **POLICY**

Motion made by Hackmann, seconded by Hance, to approve items 1 and 2.

**Roll Call**

**Vote:** Hance Y McGuire Y Muller Y Somers Y Walker Y Witucki Y  
Hackmann Y Davis Y

Motion carried 8-0 in roll call vote.

1. **Adoption of Annual Rules, Policies and By-Laws**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all rules, policies and by-laws of the Holland Township School District presently in effect are hereby adopted for the 2020-2021 school year.

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:

- P 0152 (Board Officers)
- P & R 1581 (Domestic Violence)
- P 2422 (Health and Physical Education)
- P 3421.13 (Postnatal Accommodations)
- P 4421.13 (Postnatal Accommodations)
- P & R 5330 (Administration of Medication)
- P 7243 (Supervision of Construction)
- P 8210 (School Year)
- P 8220 (School Day)
- R 8220 (School Closing)
- P 8462 (Reporting Potentially Missing or Abused Children)

P. **FINANCE AND FACILITIES**

Motion made by Hackmann, seconded by McGuire, to approve items 1 through 15.

**Roll Call**

**Vote:** Hance\_Y\_McGuire\_Y\_Muller\_Y\_Somers\_Y\_Walker\_Y\_Witucki\_Y\_Hackmann\_Y\_Davis\_Y

Motion carried 8-0 in roll call vote.

**1. Designation of Depositor of School Funds**

Upon the recommendation of the Superintendent of Schools that the Board designate the following bank as the official depository for the Board of Education:  
Investors Savings Bank Accounts

General Fund  
President Vice  
President  
Board Secretary  
Treasurer (3 required)

Payroll  
Board Secretary  
Treasurer(1 required)

Payroll Agency  
Board Secretary  
Treasurer(1 required)

Cafeteria  
Board Secretary  
Treasurer (2 required)

Student Activities  
Superintendent of School  
Board Secretary  
Principal (2 required)SUI Board Secretary, Treasurer (1 required)

Reserve Accounts (Capital, Maint., Emergency)  
President  
Vice President  
Board Secretary  
Treasurer(3 required)

FSA  
Board Secretary  
Treasurer (1 required)

2. **Investment Authorization**

Upon the recommendation of the Superintendent of Schools that the Board authorize the School Business Administrator/Board Secretary to invest funds, not immediately needed, in any authorized bank in the State of New Jersey, as per Board policy.

3. **Implementation of the Budget**

Upon the recommendation of the Superintendent of Schools that the Board empower the Superintendent of Schools and the School Business Administrator/Board Secretary to implement the Budget pursuant to policies and regulations of the State Board and Local Board, upon final adoption.

4. **Insurance Agents of Record**

RESOLVED that the Holland Township Board of Education appoints Brown and Brown Insurance Agency, as Insurance Agent of Record, for the 2020-2021 school year; and,

FURTHER NOW THEREFORE, BE IT RESOLVED that the Holland Township Board of Education, does hereby appoint bob Gemmell as its Risk Management Consultant in accordance with the SAIF Fund's Bylaws.

RESOLVED that the Holland Township Board of Education appoints Brown & Brown Benefit Advisors as Agent of Record for employee benefits, for the 2020-2021 school year;

FURTHER RESOLVED that the Board Secretary has permission to review other brokers for possible savings

5. **Professional Services**

Upon the recommendation of the Superintendent of Schools that the Board approve professional services provided by the following for the 2020-21 school year:

Pursuant to 18A:18A.5, the Board of Education of the Township of Holland in the County of Hunterdon and the State of New Jersey awarded the following contracts for licensed professionals for the 2020-21 school year as listed below. These contracts are awarded without competitive bidding as a "professional service" under the provisions of the Public Procurement Law. The contract itself is available for public inspection at the Office of the Board Secretary, located at 714 Milford Warren Glenn Road County Road, Milford, New Jersey, between the hours of 9:00 AM-3:00 PM, Monday through Friday.

Architect of Record  
Architect Spiezle Group, Inc.  
Principal Rate: \$170.00 per hour  
Architect: \$125.000 per hour



Auditing  
Suplee, Clooney & Company \$19,700

Boiler Services  
Metz Inc. \$89.00 per hour

Bond Counsel  
Wilentz, Goldman and Spitzer Corp.

Electrical  
MT. Salem Electric \$95.00 per hour

HVAC  
Thermal Services of New Jersey \$110.00 per hour

Legal Services  
Scarinci & Hollenbeck, LLC  
Partners and Counsel: \$168.00 per hour  
Associates: \$163.00 per hour  
Paralegals: \$100.00

Weiner Law Group LLC  
Partners and Counsel: \$171.36  
Associates: \$166.26  
Paralegals: \$127.50

Medical  
Hunterdon ESC : \$425.00 per evaluation

Official Newspapers  
Hunterdon County Democrat  
The Express Times  
The Star Ledger

Plumbing

Richard Yard Plumbing and Heating \$90.00 per hour

Robert Griggs Plumbing and Heating LLC \$98.50 per hour

School Physician  
Hunterdon Family Medicine at Delaware Valley Physician: \$400.00 per hour  
Administrative annual service fee for health services: \$3000.00

School Psychiatrists

Dr. William Hayes Alexander Roads Associates \$595 per evaluation  
Dr. Pamela Moss \$1200 Full evaluation and report

6. **Tax Shelter Annuity Companies/Brokers**

Upon recommendation of the Superintendent of Schools that the Holland Township Board of Education approves the following Tax Shelter Annuity Programs, 403b providers and representatives for the 2020-2021 school year for the Holland Township Board of Education Employees:

Pen Serve Plan Service Inc. formerly Foresters /First Investors  
Lincoln Financial Group  
AXA Equitable

7. **Transfer of Funds**

Upon recommendation of the Superintendent of Schools that the Holland Township Board of Education authorizes the Business Administrator/Board Secretary to transfer funds from the General Account for the purpose of purchasing Certificates of Deposit, Repurchase Agreements and any other instruments of investment.

8. **Annual Section 125 Plan: Health Benefits Waiver**

WHEREAS The Board wishes to continue the adoption of the Section 125 Cafeteria Plan, which permits employees to waive health benefit coverage in return for a taxable cash payment, and which will maintain the tax-free status of the health benefits themselves; and

WHEREAS The Board also wishes to continue the adoption of the Section 125 Cafeteria Plan, which will permit employees to pay the employee share of applicable health benefits with a payroll deduction taken before federal payroll taxes are computed; and

RESOLVED that the School Business Administrator/Board Secretary is appointed as Plan Administrator;

FURTHER RESOLVED that the Plan Administrator is hereby instructed to take such actions that are necessary and proper to implement the Plan, which are to include the continuation of adequate accounting and administrative procedures to administer the Plan, and notifying eligible employees of their options under the Plan.

9. **Authorization to Implement the 2020-2021 Tuition Rates**

Upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education implements the following Non-Resident Tuition Rates for 2020-2021 as follows:

**Special Education Programs (LEA Out of District Received)**

Preschool Special Education Integrated Part Time: \$15,000

Preschool Special Education Integrated Full Time \$21, 000

LLD Program: \$18,108

MD Program: \$21,835

10. **Petty Cash Account**

RESOLVED that a Petty Cash Account be established for the 2020-2021 year, in the amount of \$300.00; and appoints the School Business Administrator/Board Secretary as custodian of the same.

11. **Cooperative Pricing Agreements County Education Services Commissions**

Upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approves the Cooperative Pricing Agreements between the Holland Township Board of Education and the following Education Services Commissions:

Hunterdon County Education Services Commission  
Middlesex Regional Education Services Commission

12. **Adoption of the 2020-2021 (FY21) School Budget**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve 2020-2021 Budget Resolutions: Travel, Professional Services, 2020-2021 Budget.

BE IT SO RESOLVED, to approve 2020-2021 School District Budget for submission to the Hunterdon County Department of Education as follows:

General Fund Operating Budget: \$12,050,021  
Special Revenue Fund (Grants and Entitlements): \$158,669

BE IT FURTHER RESOLVED, to acknowledge that the 2020-2021 School District Budget as described above results in tax levies as follows:

General Fund (Tax Levy) \$9,669,135

The following Capital Reserve Outlay, Maintenance Reserve Outlay, and Emergency Reserve Outlay Expenditures, as outlined in the 2020-2021 Budget, to be undertaken for the health and safety of the students, funded by Capital Reserve, Maintenance Reserve, and Emergency Reserve Accounts:

Projects using Capital Reserve Account:

HVAC 10 ZONE - Upper Elementary: \$300,000  
HVAC NURSE: \$ 50,000  
TOTAL CAPITAL RESERVE: \$350,000

Projects using Maintenance Reserve Account:

ROOF REPAIR - SMALL GARAGE: \$ 20,000  
ROOF REPAIR - LARGE GARAGE \$ 100,000  
TOTAL MAINTENANCE RESERVE: \$ 120,000

Projects using Emergency Reserve Account:

ALYSSA BLUE LIGHTS: \$ 21,286  
SERVER/INTERCOM UPGRADE: \$ 9,110  
ALYSSA – BUTTON UPGRADE: \$ 3,496  
TOTAL EMERGENCY RESERVE; \$33,892

The School District has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education. WHEREAS, School District Policy #6371-N.J.A.C. 6:A23A-7 provides that the Board of Education shall establish in the annual budget a maximum expenditure amount that may be allotted for such travel and expenses reimbursement for the 2020-2021 school year.

NOW, THEREFORE, BE IT RESOLVED, that the Holland Township Board of Education hereby established the School District travel maximum for the school year at the sum of \$65,000.00

BE IT FURTHER RESOLVED, that included in this amount is a maximum regular business travel maximum is \$1,500 per employee; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

13. **Approve Use of Banked Cap in FY21 Budget**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the use of \$283,809 Banked Cap in the FY21 Budget. The district needs the latter unused taxing authority to balance FY21 budget, as a result of the reduction in State Aid. The need for the banked cap usage will be completed in the 2020-2021 school year.

14. **Approve REAP Grant Application for 2020-2021 (FY21) School Year**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve application for: Federal Grant: Small, Rural School Achievement Program CFDA Number 84.358A (REAP) for the 2020-2021 (FY21) school year.

15. **Approve Waiver of PreK Tuition Payments**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the waiver of Pre-K tuition payments for the months of April and May 2020.

WHEREAS, the district is cognizant of the financial hardships the community is incurring as a result of COVID19; and  
WHEREAS, the district as opted to forego the collection of tuition payments for the months of April and May 2020, and also apply deposit monies to the final payment for the month of June 2020.

The district will make up the lost revenue of \$ 31,350.00 by charging Substitute

expense lines 11-120-100-101-102-000 and 11-130-100-101-102-000.

Q. **SUPPLEMENTARY MATTERS**

None.

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.

- a. Geoff Shrewsbury inquired about update for School Resource Officer.
- b. An anonymous person inquired about remote learning grading policy.
- c. An anonymous person inquired about "Catch Up Fridays".
- d. John Bartruff thanked the district for their education efforts.
- e. Brett Curry inquired about RIF's and plans to go over 2% tax levy.
- f. A "concerned parent" inquired about status of 8<sup>th</sup> grade graduation.

S. **EXECUTIVE SESSION**

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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
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- 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 Hackmann, seconded by Walker, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 8:20 pm to discuss Personnel Matters.

2. **Motion to Enter Public Session**

Motion made by McGuire, seconded by Somers, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 8:36 pm.

T. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Walker, seconded by Hackmann, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 8:36 pm.

Respectfully Submitted,



Brian P. McCarthy  
Business Administrator / Board Secretary

April 29, 2020