

Minutes of Regular Board Meeting

The Board of Education Holland Township School

A Regular Board Meeting of the Board of Education of Holland Township School was held Tuesday, August 27, 2019, beginning at 7:10 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 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**

Davis_P__
Hackmann_P__
Hance_P__
McGuire_P__
Muller____
Scheibener_P__
Somers_P__
Walker_P__
Witucki____

7 Members Present, 2 Members Absent

E. **CORRESPONDENCE**

1. Thank You Note - Mrs. Patullo

F. **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 Davis, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:12 pm to discuss Personnel Matters and School/Public Safety.
2. Motion to Enter Public Session
Motion made by Hance, seconded by Davis, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 8:18 pm.

G. CONSENT AGENDA

Motion made by Davis, seconded by Hackman, 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: 7 No: 0 Abstentions: 0

1. Approval of Minutes
Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of:

 - Special Board Meeting minutes June 13, 2019
 - Executive Board Meeting minutes June 13, 2019
 - Regular Board Meeting minutes June 25, 2019
 - Executive Board Meeting minutes June 25, 2019
 - Special Board Meeting minutes July 18, 2019
2. Finance
 - 1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending June 30, 2019 and July 31, 2019 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 month ending June 30, 2019, and July 31, 2019 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, 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 June 30, 2019 and July 31, 2019 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 July 31, 2019 check numbers NO372 thru NO373 in the amount of \$802,329.47 and the August 27, 2019 bill list check number N0375 thru 09246 in the amount of \$938,604.74.

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.

•T.J. Hirsch: 10/8/19, Fixed Facility Tabletop Exercise - Preparing for a Public Health Emergency, Flemington, NJ

•T.J. Hirsch: 10/16/19, School Health Conference, Somerset, NJ, \$175 Registration, \$21.64 Mileage

•Sarah Wageman: 9/20/19, Handle with Care Recertification, Clarksburg, NJ, \$450 Registration, \$45.71 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.

H. **BOARD PRESIDENT REPORT**

Board President Lorraine Scheibener discussed the upcoming "Community Day" event, and Board participation.

I. **SUPERINTENDENT REPORT**

1. **Upgrades:**

Superintendent Stephanie Snyder described the many "upgrades" that have occurred over the summer and recent year.

- a. The PTO has painted games on the North Parking Lot for Recess, and the Superintendent thanked them for their efforts.
- b. The Superintendent thanked the Board for allowing her to accomplish these upgrades/improvements for the new school year. These upgrades include improvements in Instruction and Continuity of Programing; improvements to School Safety; and improvements to our Facilities. The latter upgrades were accomplished despite a constrained budget.

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

No Public Comments

K. **EDUCATION**

Motion made by McGuire, seconded by Davis , to approve items 1 through 11.

Roll Call Vote:

Hackman_Y_Hance_Y_McGuire_Y_Muller_Somers_Y_Walker_Y_Witucki_Davis_Y_Scheibener_Y

Motion carried 7-0 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 July 2019.
2. **Approve Field Trips**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following field trips:
 - Trick or Treat for Hunger
 - McCarter Theater
 - Trenton State House
3. **Approve Athletic Travel To Away Games**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all scheduled away games pursuant to each sport's season for the 2019-2020 school year.
4. **Approve Athletic Schedule**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Soccer (Boys,Girls&CoEd), Volleyball, Basketball (Boys and Girls), Baseball,Softball, Cross Country and Lacrosse (Boys & Girls) schedules for the 2019-2020 school year. The schedules are subject to change due to rescheduling and post season competition.
5. **Approve Mentoring Plan**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Mentoring Plan for the 2019-2020 school year.
6. **Approve Professional Development Plan**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Professional Development Plan for the 2019-2020 school year.
7. **Approve Vendors**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following organizations/vendors as solicitors for the 2019-2020 school year:
 - PTO (Parent Teacher Organization)
 - S.E.E.D. (The Holland Township Education Foundation)
 - Lors Photography
 - Great American Fundraising -8th Grade
 - American Heart Association -Jump Rope for Heart
 - Lifetouch Yearbook
8. **Rescind Approve Teacher/Aide/Clerk Day (April 30, 2019 BOE Meeting)**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education rescinds the following Teacher/Aide/Clerk start and end times for the 2019/2020 school year:
 - Teacher - 7:45 am - 3:10 pm

•Aide/Clerk - 7:45 am - 2:45 pm

9. **Approve Teacher/Aide/Clerk Day**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Teacher/Aide/Clerk start and end times (total time reflects the HTEA Negotiated Contract 2018-2021) for the 2019/2020 school year:

•Teacher - 7:45 am - 3:10 pm

•Aide/Clerk - 7:45 am - 3:10 pm

10. **Approve CBVI Contract for 2019-2020 School Year**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves an Education Level 2 Contract with the CBVI (Commission for the Blind and Visually Impaired) for the 2019-2020 school year not to exceed \$4,500.00 for Student #27014 for required services.

11. **Approve Applying to NJ Sustainability for Schools/NJEA Grant**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the NJ Sustainable for Schools/NJEA Grant applications in the amounts of \$2,000 and \$10,000 to support and foster the STEM Education at Holland Township School for the 2019-2020 school year.

L. **PERSONNEL**

Motion made by Davis, seconded by Walker , to approve items 1 through 16.

Roll Call Vote:

Hackman_Y_Hance_Y_McGuire_Y_Muller__Somers_Y_Walker_Y_Witucki__Davis_Y_Scheibener_Y

Motion carried 7-0 in Roll Call vote.

1. **Approve Substitutes**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following substitutes for the 2019-2020 school year:

•Brittany Kolmar: Nurse/Cafeteria Aide

2. **Approve Aides to Ride School Bus**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all current employed special education aides as supportive transportation aides for students with disabilities as per requirements set forth in the student's IEP, and as directed by the Supervisor of Special Services.

3. **Approve Staff Members as Chaperones**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all employed teachers, aides, and clerks with certification or substitute certification to act as chaperones for school activities as per negotiated contract.

4. **Approve Extra and Co-Curricular Activities Directors**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following staff as extra and co-curricular activities directors, for the 2019/2020 school year as per negotiated contract:

Position/Staff Member/Stipend

Athletic Director/Alan Schedlbauer/\$3,995
Band/Kevin Kuchinsky/\$3,895
Basketball - Boys/Daniel Casserly/\$3,765
Basketball - Girls/Justin Doran/\$3,765 (Volunteer - Kaitlyn Doran)
Baseball/Nancy Holzworth/\$2,092 (Volunteer - Brad Bidwell)
Chess Club/Jason Kries/\$464
Choir/Craig Lerch/\$1,946
Chorale/Craig Lerch/\$1,946
Computer Club/Thomas D'Angelo/\$1,704
Cross Country/Shelli Deckert/\$2,092 (Volunteer - Julie Nungester)
Drama Club/Nancy Zrake/\$2,883
Genesis Coordinator/Carmelina Delasey/\$5,000
Helping Hands/Jen Leap/\$730
Lacrosse - Boys/Tom Weaver/\$2,092
Lacrosse - Girls/Megan Monti/\$2,092 (Volunteer - Deb Hill-Whipple pending criminal history)
Robotics/Jason Kries/\$1,302
Soccer -Boys &CoEd/Alan Schedlbauer/\$2,092
Soccer -Girls &CoEd/Lou Brooks (co-coach) & Kelly Hedlund (co-coach) /\$1,046 each
Softball/Skip LaVigna (pending criminal history and sub certification)/\$2,092
Student Council Advisors (Split Position)/Jen Leap & Ryan Pfenning/\$837 each
Tournament of Champions (Split Position)/Carol Stow & Allison Kays/\$974 each
Volleyball/Megan Monti/\$2,092 (Volunteer - Deb Hill-Whipple pending criminal history)
Yearbook Advisor/Stephanie Kane \$3,115

5. **Approve Department Chairpersons**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following staff as Department Chairpersons, for the 2019/2020 school year as per negotiated contract:

Department/Staff Member/Stipend

Language Arts Literacy K-8/Deborah Zdepski/\$1,621
Mathematics K-8/Stephanie Kane/Sarah Tainow/\$810.50 each
Physical Education/Health K-8/Betsy Nush/\$1,621
Pre-School/Meredith Glass/\$1,621
Science K-8/Carolyn Grundhauser/\$1,621
Social Studies K-8/Sandra Ozgar/\$1,621
World Language K-8/Kelly Hedlund/\$1,621
Visual/Performing Arts/Dance K-8/Tom Welsh/\$1,621

6. **Approve Principal Evaluation Framework**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Multidimensional Principal Performance Rubric, Lerner-Centered Initiatives, Ltd. to evaluate the building principal for the 2019-2020 school year.

7. **Approve Danielson Framework for Teaching Evaluation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of

Education approves the Danielson Framework for Teaching as the model for teacher evaluation for the 2019-2020 school year.

8. **Approve Annual Summative Teacher Evaluation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Annual Summative for the Teacher Evaluation for the 2019-2020 school year.

9. **Approve Observation/Evaluation Tools for Non Teaching Staff Members**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves observation/evaluation tools for the following non teaching staff members for the 2019-2020 school year:

- Guidance Counselor
- Social Worker
- School Psychologist
- Learning Consultant
- Nurse
- Media Specialist
- Aide
- Educational Technology Coordinator/Integration Specialist

10. **Approve Unpaid FMLA/NJFLA/NJFLIA Leave**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Christine Haffling's request for unpaid FMLA/NJFLA/NJFLIA leave beginning on or about September 1, 2019 not to exceed 12 weeks on an intermittent basis.

11. **Approve Unpaid FMLA/NJFLA/NJFLIA Leave**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Carol Cole's request (pending physician certification) for unpaid FMLA/NJFLA/NJFLIA leave beginning on or about September 1, 2019 not to exceed 12 weeks on an intermittent basis.

12. **Approve Unpaid FMLA Leave**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Amy Bashford's request (pending physician certification) for unpaid FMLA leave beginning on or about September 3, 2019 not to exceed 12 weeks.

13. **Approve Genesis Training**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following staff to attend a one day Genesis Training in August 2019:

- Deb Croasdale
- Joyce Dlugose
- Tracy Kephart
- Sarah Tainow
- Carolyn Grundhauser
- Donna Luzzo

14. **Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the resignation of Mrs. Kathleen McLane (LTDC), with regret for the purpose of

retirement, effective October 1, 2019.

15. **Approve Behaviorist Services**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Zimzum Consulting Collaboration (ZZCC) for Behavior Consulting Services for the 2019-2020 school year.

16. **Approve Permission to Hire**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education authorizes the Superintendent to hire a Long Term Substitute Teacher to begin on or about September 3, 2019 and ending on or about October 1, 2019. The Long Term Substitute Teacher will be paid as follows: Regular per diem substitute rate of \$90.00 per day for the first ten 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 2019-2020 HTEA salary guide (\$259.48).

M. **POLICY**

No Action Items.

N. **FINANCE AND FACILITIES**

Motion made by Hance, seconded by Somers , to approve items 1 through 11.

Roll Call Vote:

Hackman_Y__Hance_Y__McGuire_Y_Muller___Somers_Y__Walker_Y__Witucki___Davis_Y__Scheibener_

Motion carried 7-0 in Roll Call vote.

1. **Approve Preschool Tuition Contracts for 2019-2020**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Preschool parent paid tuition contracts and accepts the following Preschool students for the 2019-2020 school year.

2. **Approve Joint Transportation Agreement and Bus Routes for the 2019-2020 School Year.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves 2019-2020 Joint Transportation Agreement between the Holland Township Board of Education and the Delaware Valley Regional High School District in the amount of \$446,563 for the following transportation routes September 1, 2019 through June 30, 2020.

H01 \$38,188 H02 \$33,990 H03 \$33,184 H04 \$32,841
H05 \$32,749 H06 \$36,883 H07 \$34,302 H08 \$33,101
H09 \$29,625 H10 \$34,604 H11 \$34,604

Special Education Transportation Routes for September 1, 2019 through June 30, 2020:
HSE1 \$18,033

HSEP PREK MID \$ 9,017
HSE3 MARIE KATZENBACH SCHOOL \$ 49,005

FURTHER RESOLVED that the Holland Township Board of Education approves detail report for all above noted Bus Routes.

3. **Accept FY19 Extraordinary Aid and Approve FY20 Appropriation.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education accept FY19 Extraordinary Aid and appropriate it to the follow account:

Account 11-000-217-320-000-000 Extraordinary Special Ed Services: \$97,135.

WHEREAS, N.J.A.C. 6A:23A-13.3(d)6 provides that a District Board of Education may at any time without Commissioner approval appropriate surplus generated from state revenue, such as extraordinary aid, that has been excluded from the excess surplus calculation, in the prior year, and;

WHEREAS, the Holland Township Board of Education has received \$ 97,135.00 of Extraordinary Aid for 2018-2019;

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

4. **Accept 2019-2020 REAP Grant.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education accepts award of the 2019-2020 REAP Grant in the amount of \$40,401 to be utilized during the period July 1, 2019 through September 30, 2020.

5. **Approve Katzenbach School for the Deaf 2019 ESY Contract**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves 2019 Extended School Year tuition of \$3500 and Personal Assistant Charge of \$3,300 (Total contract \$6,800) for Student ID # 28008 at the Katzenbach School for the Deaf.

6. **Approve R&L Data Centers, Inc. 2019-2020 Payroll Agreement**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve FY20 Payroll Agreement with R&L Data Centers, Inc.

7. **Approve Mountain Lakes BOE "Lake Drive Program Itinerant Services" FY20 contract.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve Mountain Lakes BOE "Lake Drive Program Itinerant Services: FY20 contract for student ID #24043 at cost of \$6,080.

8. **Approve 2019-2020 School Year - Warren County Special Services School District Agreement:**

RESOLVED that upon the recommendation of the Superintendent, the Holland Township Board of Education approve 2019-2020 Warren County Special Services School District (WCSSD)'s "RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION" contract agreement. This agreement allows Holland Township to participate in coordinated Transportation services

with WCSSD. WCSSD will “organize and schedule routes to achieve maximum cost effectiveness” and will charge that rate plus a 4% administration fee.

9. **Approve School Alliance Insurance Fund - Resolution for Renewal of Membership**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve the School Alliance Insurance Fund - Resolution for Renewal of Membership.

WHEREAS, the Holland Township Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2019 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages:

Workers' Compensation
Supplemental Indemnity - Workers' Compensation
Package - Property, Boiler & Machinery, General and Auto Liability, Environmental
Impairment Liability
Excess Liability (AL/GL) School Leaders Professional Liability
Excess Liability (SLPL)

WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2019, and ending July 1, 2022 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.

2. The Educational Facility's Business Official, Christopher Jones, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

This Resolution agreed to the 27th day of August, 2019, by a vote of:

 7 Affirmative

 0 Abstain

0 Negative

 2 Absent

10. **Approve School Alliance Insurance Fund - Indemnity and Trust Renewal Agreement**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve School Alliance Insurance Fund - Indemnity and Trust Renewal Agreement for three year period beginning July 1, 2019 and ending July 1, 2022.

11. **Approve Extension of Board's Liability coverage to PTO events**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the extension of Board Liability Insurance coverage through the School Alliance Insurance Fund (SAIF) to selected PTO school time events. PTO has completed "Quasi Entities Application" form detailing events that has been submitted to SAIF. These activities include:

Fall Class Party, Winter Class Party, Spring Class Party.

O. **COMMENTS: PUBLIC – GENERAL**

A parent questioned the new lunch / recess time and procedures, and thanked the Superintendent for clarifying the purpose and intended benefits. The parent promised to “spread the word” on social media.

P. **SUPPLEMENTARY MATTERS**

1. **BOE Goals**

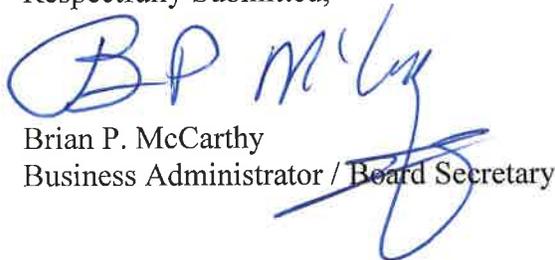
The superintendent shared information with the Board about proposed: Superintendent Goals; District Goals, and the Board Self Evaluation Overview. The Board engaged in an active discussion about these topics, which included discussions about how to measure and quantify success related to these goals. The Board agreed to further review, with the possibility of adding these goal to the next Board meeting agenda.

Q. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Davis, seconded by Hackmann, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 9:20 pm.

Respectfully Submitted,


Brian P. McCarthy
Business Administrator / Board Secretary

August 28, 2019