

# HOLLAND TOWNSHIP SCHOOL DISTRICT

Regular Meeting  
December 19, 2023, 7:00 PM

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December 19, 2023, 7:00 PM  
Holland Township School - Auditorium  
710 Milford Warren Glen Road  
Milford, NJ 8848

## Meeting Minutes

A. CALL TO ORDER 7:02 by Mr. Davis

B. FLAG SALUTE

C. WELCOME

D. ROLL CALL

Davis: Present

Giovannetti: Present Remote

Hance: Present

Martin: Present

Moustakas: Present

Muller: Present

Walker: Present

E. CORRESPONDENCE

1. Thank You - Ashlee Miller

F. Old Business

Motion made by **Mr. Davis**, seconded by **Mrs. Martin** to rescind the findings of the HIB hearing from the Tuesday December 12, 2023 meeting.

**Roll Call Vote:**

Giovannetti\_\_y\_\_ Martin\_y\_\_ Moustakas\_Abstain \_\_ Muller\_Abstain\_Walker\_y\_\_\_\_\_

Hance\_\_ Abstain\_\_ Davis\_y\_\_\_\_\_

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

# HOLLAND TOWNSHIP SCHOOL DISTRICT

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---

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 **Mr. Davis**, seconded by **Mr. Walker**, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:05 pm to discuss personnel matters.

2. Motion to Enter Public Session

Motion made by **Mr. Davis**, seconded by **Mr. Muller**, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:24 pm.

Motion made by **Mr. Davis**, seconded by **Mr. Walker**, to affirm the findings of the HIB report.

**Roll Call Vote:**

Giovanetti \_\_y\_\_ Martin \_\_y\_\_ Moustakas \_\_Abstain\_\_ Muller \_\_y\_\_ Walker \_\_y\_\_  
Hance \_\_Abstain\_\_ Davis \_\_y\_\_

5-Ayes- 0 Nays- 2 Abstain 2 Motion carried

**H. CONSENT AGENDA**

Motion made by **Mr. Davis**, seconded by **Mrs. Hance** upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the consent agenda as follows:

**Roll Call Vote:**

Giovanetti \_\_y\_\_ Martin \_\_y\_\_ Moustakas \_\_y\_\_ Muller \_\_y\_\_ Walker \_\_y\_\_ Hance \_\_y\_\_ Davis \_\_y\_\_

7-Ayes – 0 Nays Motion carried

# HOLLAND TOWNSHIP SCHOOL DISTRICT

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---

## 1. Approval of Minutes

Upon the recommendation of the Superintendent of Schools, that the Board approve the following minutes;

November 21, 2023 Work Session Meeting Minutes

November 21, 2023 Work Session Executive Session Meeting Minutes

November 28, 2023 Regular Board Meeting Minutes (R)

November 28, 2023 Regular Board Executive Session Meeting Minutes

## 2. Bill List

Upon the recommendation of the Superintendent of Schools, the Board approves the Bill List dated December 19, 2023. Check numbers N1130 thru N0445 in the amount of \$1,227,382.91

## 3. Finance

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending October 31, 2023 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 October 31, 2023 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 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, Teresa O'Brien certification as required by N.J.A.C. 6:20-2.13(d), that no line item account has been over expended as of October 31, 2023 and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year

## 4. 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.

## I. BOARD PRESIDENT REPORT-None

## J. SUPERINTENDENT REPORT-None

## K. PRINCIPAL REPORT-None

## L. COMMENTS: PUBLIC - AGENDA ITEMS ONLY-None

Please approach the podium, state your name, and address your comments to the board president. Because this is a meeting at which the board needs to conduct its business, each member of the public will be limited to three minutes. And please refrain from abusive,

# HOLLAND TOWNSHIP SCHOOL DISTRICT

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December 19, 2023, 7:00 PM

---

obscene, or defamatory remarks; we expect that everyone will hold themselves to the highest level of professional courtesy and personal respect, given our shared interests and goals. Please remember that the board has an obligation to protect the privacy of district employees and students.

## M. EDUCATION

Motion made by **Mr. Davis**, seconded by **Mrs. Martin**, to approve the following items:

### Roll Call Vote:

Giovanetti\_\_y\_\_ Martin\_\_y\_\_ Moustakas\_\_Abstain\_\_Muller\_\_y\_\_ Walker\_\_y\_\_ Hance\_\_y\_\_ Davis\_\_y\_\_

#### 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 November 17, 2023 - December 8, 2023 and affirms the actions of the administration. (0 investigation, 0 found to be HIB). (School Year 2022-2023 6 total investigations, 2 found to be HIB).

#### 2. Approve 2024-2025 School Year Calendar

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the 2024-2025 school year calendar.

#### 3. Approve Field Trip

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

- Middle LLD Class - Del Val High School

## N. PERSONNEL

Motion made by **Mr. Davis**, seconded by **Mrs. Hance** to approve the following items:

### Roll Call Vote:

Giovanetti\_\_y\_\_ Martin\_\_y\_\_ Moustakas\_\_y\_\_ Muller\_\_y\_\_ Walker\_\_y\_\_ Hance\_\_y\_\_ Davis\_\_y\_\_

#### 1. Approve Substitutes

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following substitutes for the 2023-2024 school year:

- Kathleen Harvey/Teacher/Aide

#### 2. 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. Jami Alberalla from part-time at 18 hours/week (FTE 0.50) Resource Teacher to full-time Special Education Teacher effective January 1, 2024. Mrs. Alberalla's placement on the salary guide is unchanged, but now she is eligible for benefits.

# HOLLAND TOWNSHIP SCHOOL DISTRICT

Regular Meeting  
December 19, 2023, 7:00 PM

---

### **3. Approve Treasurer**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment of Carla Albert as Treasurer for the 2023-2024 school year beginning on or about January 1, 2024, with a prorated salary of \$3,900.

### **4. Approve Special Education Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment of Jessica Kile as Special Education Teacher for the 2023-2024 school year beginning on or about January 2, 2024.

FURTHER RESOLVED, Ms. Kile will be placed on Step 1BA of the 2023-2024 HTEA Salary Guide, \$57,095 (prorated).

### **5. Approve Unpaid FMLA/NJFLA/NJFLIA Leave**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #954's request for unpaid FMLA/NJFLA/NJFLIA leave beginning on or about January 15, 2024 not to exceed 12 weeks on an intermittent basis (pending physician's note).

### **6. Approve Revised Non-Association Employee Contract for 2023-2024**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following revised Non-Association Employee contract for the 2023-2024 school year:

- Employee #2200, Supervisor of Building & Grounds (prorated): \$100,104

## **O. POLICY**

Motion made by **Mr. Davis**, seconded by **Mr. Walker**, to approve the following items:

### **Roll Call Vote:**

Giovanetti \_\_y\_\_ Martin \_\_y\_\_ Moustakas \_\_y\_\_ Muller \_\_y\_\_ Walker \_\_y\_\_ Hance \_\_y\_\_ Davis \_\_y\_\_

### **1. Approve Second Reading and Adoption of Policy**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the second reading and adoption of the following Policy:

- P0144 (Board Member Orientation and Training)
- P & R 2430 (Co-Curricular Activities)
- P2431 (Athletic Competition)
- P8505 (Local Wellness Policy/Nutrient Standards for Meals and Other Foods)
- R9270 (Home Schooling and Equivalent Education)

# HOLLAND TOWNSHIP SCHOOL DISTRICT

Regular Meeting  
December 19, 2023, 7:00 PM

---

## P. FINANCE AND FACILITIES

Motion made by **Mr. Davis**, seconded by **Mrs. Hance**, to approve the following items:

### Roll Call Vote:

Giovanetti\_\_y\_\_\_ Martin\_y\_\_ Moustakas\_\_y\_ Muller\_\_y\_ Walker\_y\_\_\_\_ Hance\_y\_\_\_ Davis\_y\_\_

### 1. Approve Prestige Education Consultants Contract 23-24

RESOLVED that upon the recommendation of the Superintendent, the Holland Township Board of Education approve the contract with Prestige Education Consultants for student 35303. Speech and language bilingual service in the amount of \$500.00.

### 2. Approve the Final Eligible Cost

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Final Eligible Cost determination in the letter dated November 30, 2023 for State project# 2220-060-23-R501 entitled "HVAC Upgrades" with costs as follows:

- State Share (40%) - \$206,680
- District Share (60%) - \$310,020
- Total Project Cost - \$516,700

### 3. Accept the Annual Comprehensive Finance Report Motion to approve the following resolution accepting June 30, 2023 ACFR:

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the June 30, 2023 Annual Comprehensive Financial Report (ACFR) as presented.

### 4. Accept the Audit Recommendations and Corrective Action Plan:

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the following Audit Recommendations and a negative Corrective Action Plan for fiscal year ending June 30, 2023:

#### Recommendations

- Administrative Practices & Procedures - No recommendation
- Financial Planning, Accounting & Reporting - Approval Signatures and receiving signatures certifying goods or services are to be evident on all applicable payment forms.
- School Purchasing Programs - No recommendation
- School Food Service - No recommendation
- Student Body Activities - No recommendation
- Application for State School Aid - No recommendation
- Pupil Transportation - No recommendation
- Facilities and Capital Assets - No recommendation
- Miscellaneous - No recommendation
- Follow-up on prior year findings - No recommendation

# HOLLAND TOWNSHIP SCHOOL DISTRICT

Regular Meeting  
December 19, 2023, 7:00 PM

---

5. Approve Termination of Director of Building and Grounds Shared Services Contract with Alexandria Township Schools

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the termination of the Shared Services contract for the Director of Building and Grounds Services with Alexandria Township Schools effective January 19, 2024.

Q. SUPPLEMENTARY MATTERS

*School Breakfast  
Regionalization*

R. COMMENTS: PUBLIC – GENERAL- None

Please approach the podium, state your name, and address your comments to the board president. Because this is a meeting at which the board needs to conduct its business, each member of the public will be limited to three minutes. And please refrain from abusive, obscene, or defamatory remarks; we expect that everyone will hold themselves to the highest level of professional courtesy and personal respect, given our shared interests and goals. Please remember that the board has an obligation to protect the privacy of district employees and students.

S. 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
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And be it further RESOLVED that the matters discussed in Executive Session will be made public when confidentiality is no longer required.

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1. **Motion to Enter Executive Session**

Motion made by **Mr. Davis**, seconded by **Mr. Walker**, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:35 pm to discuss collective bargaining.

2. **Motion to Enter Public Session**

Motion made by **Mr. Davis**, seconded by **Mr. Muller**, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:56 pm.

**T. ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by **Mr. Muller**, seconded by **Mr. Davis**, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 7:56 pm.

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.

Respectfully Submitted,



Deborah Olah  
Board Secretary