

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, May 19, 2020, beginning at 7:00 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**: 7:01 pm

Davis_P__
Hackmann_P__
Hance_P__
McGuire_P__
Muller_P__
Somers_P__
Walker_P__
Witucki_P__

8 Members present. No absences.

E. **CORRESPONDENCE**

None

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 Walker, seconded by McGuire, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:02 pm to discuss Personnel Matters.

2. Motion to Enter Public Session

Motion made by Hance, seconded by Muller, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:22 pm.

G. CONSENT AGENDA

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

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 **the April 28, 2020 meeting** and the Executive minutes of **the April 28, 2020 meeting**.

2. Bill List

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated **April 30, 2020** check numbers **NO405** in the amount of **\$1951.03** and bill list dated **May 19, 2020** check numbers **NO406 thru 09916** in the amount of **\$621,069.92**

3. Finance

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending **April 30, 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 **April 30, 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 **April 30, 2020** 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.

H. **BOARD PRESIDENT REPORT**

Board President Matthew Davis discussed a draft document that was being circulated by the "Save Our Schools Coalition". The Coalition was formed to inquire about State Aid reduction processes as a result of the SFRA Act. In light of possible additional reductions in State Aid as a result of Pandemic, the letter would reinforce the present diminished financial prospect of those districts who received reductions in State Aid. Superintendent Stephanie Snyder will sign the letter.

I. **SUPERINTENDENT REPORT**

1. **QSAC Results**

Superintendent Stephanie Snyder discussed the results from District's recent QSAC review. Board members inquired about methodology of reviewed data, but agreed that the results were positive.

J. **PRINCIPAL REPORT**

- 1.** Principal Susan Wardell thanked parents for their efforts in promoting virtual field trips on 5/8. The programs were successful.
- 2.** Virtual graduation will take place on 6/15.
- 3.** The administration is working with the teachers on a pilot program for Linkit, which will be rolled out in September.
- 4.** The Principal thanked the teachers for their efforts in achieving a 100% QSAC score for curriculum.

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

No comments.

L. **EDUCATION**

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

Roll

CallVote: 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 April 21, 2020 to May 12, 2020 and affirms the actions of the administration.

2. **Approve Revised Distance Learning Plan**

Resolved that upon the recommendation of Superintendent the Holland Township Board of Education approves the revised Distance Learning Plan as per the updated regulations released by the NJ Department of Education on May 5, 2020.

3. **Accept Shoprite of Flemington Donation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the Shoprite of Flemington Donation of 600+ bags. The Board recognizes and thanks Shoprite of Flemington for their continued and generous support of our school district.

4. **ACCEPT NJQSAC RESULTS**

RESOLVED upon the recommendation of the Superintendent the Holland Township Board of Education accepts NJQSAC results as certified by the Commissioner of Education and the State Board of Education designating Holland Township School District as a high performing district.

- DPR AREA - Instructions and Program - Initial Placement - 86%
- DPR AREA - Fiscal Management - Initial Placement - 100%
- DPR AREA - Governance - Initial Placement - 100%
- DPR AREA - Operations - Initial Placement - 100%
- DPR AREA - Personnel - Initial Placement - 98%

M. **PERSONNEL**

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

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 Substitutes**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following substitutes for the 2020-2021 school year:

- Diane Halpin:** Aide/Library Clerk/Cafeteria Aide
- Dyana, Maglione:** Library Clerk/Secretary/Aide/Teacher/Cafeteria Aide

2. **Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the resignation of Mrs. Diane Halpin (Cafeteria Aide), with regret effective June 30, 2020.

3. **Approve Non-Association Employees Contract for 2020-2021 School Year**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Non-Association Employees contracts (3%) salary increases for the 2020-2021 school year):
 - Carol Cole, Operations/Payroll Administrative Assistant: \$27,938.(2020-2021 includes longevity P/T)
 - Carmelina Delasey, Superintendent's Administrative Assistant: \$54,727. (2020-2021)
 - John Jesiolowski, Maintenance/Network Technician: \$99,558 (2020-2021 includes longevity)
 - Jason Kries, Educational Technology Coordinator/Integration Specialist: \$90,135. (2020-2021)
 - Deborah Olah, SBA Administrative Assistant: \$70,656. (2020-2021 includes longevity)
 - Edward Pico, Educational Facilities Manager: \$89,277. (2020-2021)
4. **Approve Principal/Curriculum Coordinator Contract**
Resolved that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Susan Wardell Contract for the 2020-2021 school year with an increase of \$10,000 for a total yearly salary of \$105,000.
5. **Approve Part-Time Non Association Employees Salary Increases for 2020-2021**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Part-Time Non-Association Employees 3% for the 2020-2021 school year:
 - Sherri Scott (Cafeteria Aide) - \$5,107. (2020-2021)
 - Claudia Wirkus (Cafeteria Aide) - \$7,297. (2020-2021)
 - Patti Fischer (Treasurer) - \$4,015. (2020-2021)
6. **Increase Substitute Nurse Rate**
RESOLVED upon the recommendation of the Superintendent the Holland Township Board increase the substitute Nurse Rate to \$200 daily and \$100 for half day for the 2020-2021 school year.
7. **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.
8. **Approve Business Administrator/Board Secretary Contract**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves executing the contract of employment between the Holland Township Board of Education and Mr. Brian McCarthy, Business Administrator/Board Secretary, from July 1, 2020 through June 30, 2021 at annual salary of \$142,800, as per the contract terms and conditions.

9. **Approve Business Administrator Shared Services Contract with Alexandria Township Schools**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves Shared Services contract for Business Administrator Services with Alexandria Township Public Schools. The Annual contract is for \$71,400, from July 1, 2020 through June 30, 2021.

10. **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 \$12.00 per hour not to exceed a total of 400 hours:

- Eileen Bertolotti
- Deborah Zdepski
- Jill Boethig

11. **Approve Graduation Presentation Compensation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Jason Kries to complete a virtual graduation presentation for the Class of 2020 as an additional administrative task for additional compensation of \$2,000.

N. **POLICY**

Motion made by Davis, seconded by Walker, to approve the following item.

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 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:

- 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)

O. **FINANCE AND FACILITIES**

Motion made by Hance, seconded by Witucki, to approve items 1 through 8.

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 Food Service Management Company Contract Addendum for 2020-2021 School Year.**

RESOLVED, upon the recommendation of the Superintendent that the Holland Township Board of Education approve contract with Maschio's Food Service Inc. to provide food service for the 2020-2021 school year. The Management and Administrative fee for the 20-21 school year shall be \$8,830.06 (2% increase) payable in 10 monthly installments of \$883.01 commencing September 1, 2020 and ending June 30, 2021. For SY 2020-2021, the Food Service Management Company's (FSMC) Guarantee to the School Food Authority (SFA) is a loss limited to \$10,000.

2. **Approve Board Attorney / Retainer Agreement for 2020-2021 School Year**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves Board Attorney/Retainer Agreement for the 2020-2021 School Year with Scarinci/Hollenbeck, Attorneys at Law, per terms of attached contract.

3. **Approve 2020-2021 (FY21) Hunterdon County Educational Services Commission (HCEC) Para-professional contract.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves FY21 contract with HCEC to provide Para-professional services to Holland Township school per terms and condition of attached contract.

4. **Approve 2020-2021 (FY21) Extended School Year (ESY) contract with Morris Union Jointure Commission.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves contract with the Morris Union Jointure Commission to provide ESY services to SID #4501568792. Services will be provided from 6/24/2020 through 8/8/20 at a cost of \$15,991.00

5. **Approve Penn Medicine 2020-2021 (FY21) contract for OT/PT Services**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves Penn Medicine FY21 OT/PT services contract. Penn Medicine provides these services to SID# 7875264941 at the Katzenbach School for Deaf students.

6. **Approve and Accept Submission of CARES Act Federal Grant.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves and accepts the submission of CARES Act Elementary and Secondary School Emergency Relief Funds Allocations and Application. Holland Township School has been awarded \$13,090.00 from this program.

7. **Approve 2020-2021 (FY21) Hunterdon County Educational Services Commission (HCEC) Child Study Team (CST) services contract.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township

Board of Education approves FY21 contract with HCESC to provide Child Study Team services to Holland Township school per terms and condition of attached contract and rate schedule.

8. **Approve 2020-2021 (FY21) Tuition and F/T Aide contract with Morris Union Jointure Commission.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves attached contract with the Morris Union Jointure Commission for tuition and F/T Aide provided to SID #4501568792 for the 2020-2021 school year commencing 9/2/2020. Contract terms include tuition of \$95,947.00 and \$69,900.00 for F/T Aide.

P. **Approve Payment for Virtual Graduation Services**

~~RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves payment of \$2,000.00 to Jason Kries for the development of Virtual Graduation content. This work is beyond the scope of duties as the current Technology Coordinator at Holland Township School, and will be performed outside of normal working hours. Content will be distributed to graduating 8th graders on 6/15/20.~~

Q. **SUPPLEMENTARY MATTERS**

1. Board President Matthew Davis proposed that the Board start the self- evaluation process in June and complete by the August Board meeting.
2. The President discussed the timeline for determining the district's goals for the new year. The current year goals will be extended because of the Pandemic.
3. Board member Joseph Somers inquired about the need for the Board to hold a meeting in July. Superintendent Stephanie Snyder responded that we hoped to keep to the schedule of not having a July meeting. The latter schedule could be altered if necessary.

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.

1. Allyson Parks expressed her concern for Elementary age children's socialization through school, and inquired about the school's plan for opening in September.
2. Geoff Shrewsbury inquired about budget savings the school might be incurring as a result of the school closure.

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

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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.

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 7:51 pm to discuss Personnel Matters.

2. **Motion to Enter Public Session**

Motion made by Somers, seconded by McGuire, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 9:42 pm.

T. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Walker, seconded by Hance, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 9:42 pm.

Respectfully Submitted,



Brian P. McCarthy

Business Administrator / Board Secretary

May 20, 2020