



# Holland Township School

Regular Board Meeting  
November 20, 2020, 7:00 PM  
Holland Township School - Auditorium  
710 Milford Warren Glen Road  
Milford, NJ 8848

## MINUTES

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:** 7:00 pm

Davis \_\_\_  
Hackmann \_\_\_P\_  
Hance \_P\_  
McGuire \_P\_  
Muller \_P\_  
Somers \_P\_  
Walker \_P\_  
Witucki \_P\_

7 members present. 1 member absent.

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



# Holland Township School

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 Muller, seconded by McGuire, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:01 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 Witucki, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:29 pm.

## G. CONSENT AGENDA

Motion made by Walker, seconded by Somers, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the consent agenda items 1 through 4.

### Affirmative Vote

7 AYES    0 NAYES    0 ABSTENTIONS

Motion carried 7-0 in voice vote.

1. Approval of Minutes

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of **October 13, 2020** and the Executive minutes of **October 13, 2020**.

2. Bill List

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated October 31, 2020 check numbers NO416 thru NO418 in the amount of **\$625,034.96** and bill list dated **November 24, 2020** check numbers **NO419 thru 10428** in the amount of **\$1,122,928.43**.



# Holland Township School

## 3. Finance

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the months ending **September 30, 2020 and October 31, 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 **September 30, 2020 and October 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 **September 30, 2020 and October 31, 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. 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.

- Rose Branosky: December 15, 2020, Speech Language Therapy - Promoting Rapid Change for Children with Severe Phonological Disorders: Online, \$279 Registration
- Carol Stow: December 11, 2020, Practical Techniques for Challenging Articulation Cases: Online, \$279 Registration

## H. BOARD PRESIDENT REPORT

None.

## I. SUPERINTENDENT REPORT

### 1. COVID Update Presentation

Superintendent Stephanie Snyder presented information about the County Department of Health's COVID risk factor report, as it related to the school's decision for remote learning effective 11/30 through 1/18/2021.

The Superintendent responded to public comments that included: "What is the plan?", "Statement on hardship for parents", and "Length of school day on Zoom/remote".

## J. PRINCIPAL REPORT



# Holland Township School

Principal Susan Wardell noted that the school had held a Mock election during the most recent National election, and the results were similar to the outcome. She also noted that Jill Conti had been named the "Teacher of the Year" for FY21, and Jason Kries was named the "Educational Services Professional" for FY21.

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

None.

## **L. EDUCATION**

Motion made by Hance, seconded by Walker, to approve items 1 through 6.

**Roll Call Vote:** Hance\_Y\_\_McGuire\_Y\_\_Muller\_Y\_\_Somers\_Y\_\_Walker\_Y\_\_  
Witucki\_Y\_\_ Hackmann \_Y\_\_Davis\_\_

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 October 5, 2020 to November 13, 2020 and affirms the actions of the administration.

### **2. Approve Memorandums of Agreements**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Memorandums of Agreements:

- 2020-2021 Uniformed State Memorandum of Agreement between Holland Township School District, Holland Township Police Department and Law Enforcement Officials
- 2020-2021 Memorandum of Agreement between Holland Township School District, Holland Township Police Department and Law Enforcement Officials Regarding 18A:41-9 Access to School Surveillance Equipment

### **3. Approve Holland Center Pharmacy (Mr. Patel) Donation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the Holland Center Pharmacy (Mr. Patel) donation of 49 bottles of Purell Hand Sanitizer. The Board recognizes and thanks Mr. Patel and the Holland Center Pharmacy for their continued and generous support of our school district.

### **4. Approve School Safety and Security Plan Annual Review Statement of Assurance**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the School Safety and Security Plan Annual Review Statement of Assurance for the 2020-2021 school year. The School Safety and Security Plan Annual Review Statement of Assurance will be submitted to the County Office of Education.



# Holland Township School

## 5. Approve Revision of the 2020-2021 School Calendar

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the revision of the 2020-2021 school calendar as follows:

- Monday, November 30, 2021 - Friday, January 15, 2021 - Remote Learning Days

## 6. Approve Annual HIB Self-Assessment

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Annual HIB Self-Assessment for the 2019-2020 school year.

## M. PERSONNEL

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

**Roll Call Vote:** Hance\_Y\_\_McGuire\_Y\_\_Muller\_Y\_\_Somers\_Y\_\_Walker\_Y\_\_  
Witucki\_Y\_\_ Hackmann \_Y\_\_Davis\_\_

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 2018-2019 school year:

- Dina Lea:** Teacher/Aide
- Amy Gercie:** Teacher/Aide/Nurse/Cafeteria Aide (Pending Sub Certificate)

## 2. 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 2020/2021 school year as per negotiated contract:

### Position/Staff Members/Stipend

- **Student Council (Split Position):** Jennifer Leap and Ryan Pfenning/\$862 each
- **T.S.A. (Technology Student Association Club):** Carolyn Grundhauser/\$1,817

## 3. Approve Staff Members for Title I Tutors

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all employed teachers as Title I Tutors for both General Education students and Special Education students in the areas of Math and Language Arts as per the negotiated contract for the 2020-2021 school year.

## 4. Approve Change in Hours

RESOLVED that upon the recommendation of the Superintendent the Holland



# Holland Township School

Township Board of Education approves the change in hours for Mr. Kevin Kuchinsky from part time at 19 hours/week (FTE 0.50) Instrumental Music Teacher to full time Instrumental Music Teacher effective December 1, 2020. Mr. Kuchinsky's placement on the salary guide is unchanged, however he now qualifies for health benefits.

**5. Approve Movement on Salary Guide**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Sandy Ozgar's movement on the salary guide from 18 BA + 30 (\$70,425) to 18 MA +30 (\$75,150) effective February 1, 2021 as per HTEA Contract.

**N. POLICY**

Motion made by Witucki, seconded by Walker, to approve items 1 and 2.

**Roll Call Vote:** Hance\_Y\_\_McGuire\_Y\_\_Muller\_Y\_\_Somers\_Y\_\_Walker\_Y\_ Witucki\_Y\_\_  
Hackmann\_Y\_\_Davis\_\_

Motion carried 7-0 in roll call vote.

**1. 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 Policy:

- P 0155 (Board Committee)
- P 0164.6 (Remote Public Board Meeting During a Declared Emergency)

**2. 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 1620 (Administrative Employment Contracts)
- P 1648 (Restart and Recovery Plan)
- P 1648.02 (Remote Learning Options for Families)
- P 1648.03 (Restart and Recovery Plan - Full-Time Remote Instruction)
- P 2431 (Athletic Competition)
- R 2431.1 (Emergency Procedures for Sports and other Athletic Activity)
- P 2464 (Gifted and Talented Students)
- P&R 5330.05 (Seizure Action Plan)
- P 6440 (Cooperative Purchasing)
- P&R 6470.01 (Electronic Funds Transfer and Claimant Certification)
- P&R 7440 (School District Security)
- P 7450 (Property Inventory)
- P&R 7510 (Use of School Facilities)
- P 8420 (Emergency and Crisis Situations)
- P 8561 (Procurement Procedures for School Nutrition Programs)



# Holland Township School

## **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\_\_

Motion carried 7-0 in roll call vote.

### **1. Approve Application and Accept Award for New Jersey School Security Grant.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the application and accepts award for the FY21 New Jersey School Security Grant. The district has been tentatively awarded \$27,028.00. The grant allows for funds to be spent that provide security upgrades that directly support Alyssa's Law compliance.

### **2. Approve Three-Year Comprehensive Maintenance Plan and form M1 for 2020-2021**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the Three- Year Comprehensive Maintenance Plan and Form M-1 for the 2020-2021 school year, and the submission of the same to the New Jersey Department of Education. Forms are on file in the Business Office.

### **3. Approve FY21 Tuition and Personal Aide Contract with Marie H. Katzenbach School for the Deaf.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the FY21 tuition and personal aide contact for SID #7875264920 to attend the Marie H. Katzenbach School for the Deaf. The annual cost for tuition is \$81,834. The annual cost for the aide is \$35,000.

### **4. Approve SPEIZLE Architecture Design Specification and Bidding Services Proposal for Garage Roofing Replacement.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education, approves the proposal from Speizle Architecture to create design specifications and provide bidding consulting services for the replacement of Garage Roofing on the campus. The cost of these services is \$15,500.00

### **5. Approve SPEIZLE Architecture Design Specification and Bidding Services Proposal for HVAC Replacement.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education, approves the proposal from Speizle Architecture to create design specifications and provide bidding consulting services for the replacement of HVAC Systems for the Elementary and Nursing wing of school. The cost of these services is \$18,500.00

### **6. Approve Transfer from Capital Reserve Account to General Account at Investors Bank**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education retroactively approves transfer of \$350,000.00 from Capital



# Holland Township School

Reserve account at Investors Bank to General Fund account at Investors Bank to fund Budgeted Long Range Facilities Projects in FY21.

**7. Approve Submission of 2020-2021 (FY21) Health and Safety Evaluation Checklist to NJDOE**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the submission of "Health and Safety Evaluation of School Buildings Checklist 2020-2021" to the New Jersey Department of Education (NJDOE)

**8. Special Counsel of Stefani Schwartz with the Hatfield Schwartz Law Group**

RESOLVED, that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following resolution.

WHEREAS, Stefani Schwartz, Esq. serves as special counsel for the Holland Township Board of Education; and

WHEREAS, the Holland Township Board of Education wishes to continue that representation seamlessly and without disruption; and

WHEREAS, commencing on or about September 28, 2020, Stefani Schwartz, Esq. will no longer practice with Weiner Law Group, 629 Parsippany, NJ 07054 but will instead practice with the Hatfield Schwartz Law Group, 240 Cedar Knolls Road, Suite 303, Cedar Knolls, NJ 07927; now therefore

BE IT RESOLVED THAT, effective immediately the prior resolution appointing the Weiner Law Group as special counsel is hereby amended to substitute the name of the Hatfield Schwartz Law Group. All other aspects of the Resolution will remain in full force and effect, and the Hatfield Schwartz Law Group will submit the required disclosure forms.

**P. SUPPLEMENTARY MATTERS**

None.

**Q. COMMENTS: PUBLIC – GENERAL**

Geoffrey Shrewsbury commented on past litigation with the District.

**R. ADJOURNMENT**

**1. Motion to Adjourn**

Motion made by Walker, seconded by Witucki, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 7:59 pm.

Respectfully submitted,

Brian P. McCarthy  
Business Administrator / Board Secretary

November 23, 2020