

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, October 15, 2019, beginning at 7:06 PM in the Milford, NJ 08848.

A CALL TO ORDER

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B FLAG SALUTE

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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__
Hackman_P__
Hance_P__
McGuire_P__
Muller_P__
Scheibener_P__
Somers_P_
Walker__
Witucki_P

8 members present. One member absent.

E. CORRESPONDENCE

1. Spiezele Letter – A letter dated 10/15/2019 was addressed to Business Administrator, Brian McCarthy. The letter detailed sections of the building code pertaining to ADA compliance for building entrances, and highlighted that 3 out of 5 public entrances currently utilized by the school are ADA accessible and complied with building codes. The letter concluded that a proposed ramp constructed in the front of school would increase accessibility, but was not required by building statute.
2. Scarinci/Hollenbeck Letter – A letter dated 10/9/2019 was mailed to Parents and Guardians that pertained to the accessibility of the school to persons with disabilities. The letter referenced current access points to the school, and the proposed planto

construct and design a ramp for the front entrance.

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 Davis, seconded by Somers, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:10 pm to discuss Personnel Matters and Collective Bargaining.

2. **Motion to Enter Public Session**

Motion made by Davis, seconded by Somers, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 8:08 pm.

G **CONSENT AGENDA**

. Motion made by Somers, seconded by Witucki, 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: 8 No: 0 Abstentions: 0

Motion carried in affirmative vote.

1. **Approval of Minutes**

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of September 24th 2019 and the Executive minutes of September 24th 2019.

2. **Bill List**

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated September 30, 2019 check numbers NO379 in the amount of \$299,906.57 and the Bill List dated October 15, 2019 check numbers 09375 thru 09457 in the amount of \$426,124.38.

3. **Finance**

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending September 30, 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 September 30, 2019 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, 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, 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. (reports will be handed out Tuesday night)

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 he instructional needs of the School District or furthers the efficient operation of the School District, and is educationally necessary and fiscally prudent.

•Stephanie Bacskai: November 22, 2019, Rutgers Gifted Education Conference, Somerset, NJ, \$199.00 Registration

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 commented that she had met with other Board Presidents, and are deciding on whether to meet again.

I. **SUPERINTENDENT REPORT**

1. **PARCC and NJASK Test Scores**

Superintendent Stephanie Snyder made a required presentation on the district's NJSLA (formerly PARCC) test scores.

The Superintendent also commented on the success of "Warrior TV" and recent "Book

Fair". She also observed that today was "Picture Day" in the district, and described the upcoming "Regional Articulation" event. The latter will be a curriculum centered event, in which several nearby districts will discuss and share curriculum design strategies.

J. PRINCIPAL REPORT

None.

K. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

- . John Bartruff inquired about NJSLA testing and student preparation. He also shared that his employer, Piscataway Schools, was using the Lexia program.

L. EDUCATION

Motion made by McGuire, seconded by Davis, to approve items 1 through 8.

Roll Call Vote:

Hackman_Y_Hance_Y_McGuire_Y_Muller_Y_Somers_Y_Walker___Witucki_Y___
Davis_Y_Scheibener_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 September 19, 2019 - October 7, 2019 and affirms the actions of the administration.

2. Approve G&T Curriculum

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the K-8 G&T Curriculum aligned to the New Jersey Learning Standards.

3. Approve QSAC Equivalency Application

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the New Jersey Department of Education Equivalency Application N.J.A.C. 6A:5. for the Quality Single Accountability Continuum (QSAC) District Performance Review (DPR).

4. 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 2018-2019 school year.

5. Approve Grant Submission

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the submission of the Eco Green Program Grant through National Wildlife Federation and General Motors for STEM education in the amount of \$700.00.

6. Approve Memorandums of Agreements

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

- 2019-2020 Uniformed State Memorandum of Agreement between Holland Township

School District, Holland Township Police Department and Law Enforcement Officials
•2019-2020 School Resource Officer Program Agreement between Holland Township
School District, Holland Township Police Department and Law Enforcement Officials

7. **Approve District and Superintendent Goals**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the District and Superintendent Goals for the 2019-2020 school year.

8. **Approve VB-MAPP Training**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves VB-MAPP Training for 3 staff members at a rate of \$400 each. This training is also open to outside districts.

M **PERSONNEL**

. Motion made by Davis, seconded by McGuire, to approve items 1 through 8.

Roll Call Vote:

Hackman_Y Hance_Y McGuire_Y Muller_Y Somers_Y Walker___ Witucki_Y___
Davis_Y Scheibener_Y

Motion carried 8-0 in roll call vote.

1. **Approve Movement on Salary Guide**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mr. Wade Chilmonik's movement on the salary guide from 11 MA (\$62,825) to 11 MA +30 (\$65,100) effective retroactive to September 1, 2019 as per HTEA Contract.

2. **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:

•Katherine Ujvary: Nurse

3. **Approve Volunteers**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following people to volunteer with the maintenance of the school's geodome for the 2019-2020 school year:

•Carl and Betsy Molter
•Denise SalduttiEgielski
•Ellen and John Apgar

4. **Approve Addendum to Superintendent's Contract**

RESOLVED that the Holland Township Board of Education approves an addendum to the Superintendent's contract of employment for Mrs. Stephanie Snyder to include Supervisor of Special Services position effective July 1, 2019 through June 30, 2020.

FURTHER RESOLVED the Holland Township Board of Education approves an additional \$5,000 prorated salary for the Supervisor of Special Services to Mrs. Stephanie

Snyder.

5. **Rescind Approve Extra and Co-Curricular Activities Directors (August 27, 2019 BOE Meeting)**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education rescinds Skip LaVigna's appointment of Softball Coach with a stipend of \$2,092.

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

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves John Horak's appointment of Softball Coach with a stipend of \$2,092.

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

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Amy Bashford's request for unpaid FMLA/NJFLA/NJFLIA leave beginning on October 6, 2019 not to exceed 12 weeks on an intermittent basis.

8. **Approve Part Time Special Education Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Amanda Smith as Part-Time Special Education Teacher (24.75 hours per week/.67 FTE) for the 2019-2020 school year beginning on or about November 1, 2019.

FURTHER RESOLVED, Ms. Smith will be placed on Step 1 BA at .67 FTE of the 2019-2020 HTEA salary guide, \$34, 770 (pro-rated).

N POLICY

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

Roll Call Vote:

Hackman_Y_Hance_Y_McGuire_Y_Muller_Y_Somers_Y_Walker__Witucki_Y_Davis_Y_Scheibener__Y

Motion carried 8-0 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 Policies and Regulations:

- P 8600 (Student Transportation)
- R 8600 (Student Transportation)

2. **Approve Second Reading and Adoption of Policies and Regulations**

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

- P & R 1642 (Earned Sick Leave Law)
- P 3159 (Teaching Staff Member/School District Reporting Responsibilities)
- P & R 3218 (Use, Possession, or Distribution of Substances)

- P & R 4218 (Use, Possession, or Distribution of Substances)
- P 4219 (Commercial Driver's License Controlled Substance and Alcohol Use Testing)
- P & R 6112 (Reimbursement of Federal and Other Grant Expenditures)
- P & R 7440 (School District Security)
- P 8630 (Bus Driver/Bus Aide Responsibility)
- R 8630 (Emergency School Bus Procedures)
- P 8670 (Transportation of Special Needs Students)
- P 9210 (Parent Organizations)
- P 9400 (Media Relations)

O FINANCE AND FACILITIES

. Motion made by Hance, seconded by Muller, to approve the following items:

Roll Call Vote:

Hackman_Y_Hance_Y_McGuire_Y_Muller_Y_Somers_Y_Walker__Witucki_Y__
Davis_Y__Scheibener__Y

Motion carried 8-0 in roll call vote.

1. Approve Corrective Action Plan for the 2017-2018 Audit

RESOLVED, that upon the recommendation of the Superintendent, the Holland Township Board of Education approves and accepts the attached Corrective Action Plan (CAP) for Finding 2018-001. The auditor recommended that "the payroll agency fund should be maintained in a complete and accurate manner". The Corrective Action is that the payroll agency account will be reconciled each pay period to match the exact disbursements outlined in R & L payroll agency reports. Furthermore, a Microsoft spreadsheet will be utilized to detail all payroll agency transactions for each pay period.

2. Approve Proposal from McCloskey Mechanical Contractors Inc. for HVAC unit.

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve the attached proposal from McCloskey Mechanical Contractors Inc. to replace HVAC unit through Hunterdon Educational Services Commission. Contract Bid # HCESC-SER-12A, HVAC SERVICES in the amount of \$199,327.40

3. 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 the September 2019 transfer of \$323,316.00 from Capital Reserve account at Investors Bank to General Fund account at Investors Bank to fund Budgeted Long Range Facilities Projects in FY20.

4. Approve Change Order for Parking Lot Construction with HC Constructors

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves attached Change Order for Parking Lot Improvement Project in the amount of \$2,159.00

5. Approve Supplementary Chromebook Order from FY20 REAP Grant

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve the supplementary order of 24 Chromebooks from CDWG

through ESCNJ18/19-03 Cooperative Contract for \$5,868.00

6. **Approve Retroactive transfers to correct account errors in 2019 original budget**
RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education retroactively approves the following transfers effective June 30, 2019:

11-000-270-505 +\$3,350

11-000-270-505 +\$1,000

11-000-270-515 -\$4,350

7. **Approve Proposal from Spiezle Architecture for Bid services related to construction of Ramp.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the proposal from Spiezle Architecture to provide Bid services for construction of ADA compliant ramp at main entrance of school, in the amount of \$4500.00

8. **Approve Hearts and Hands Professional Development & Educational Consulting, LLC. contract.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve Consulting/Coaching Services Contract with Hearts and Hands Professional Development & Educational Consulting, LLC. Consulting Services provide instruction for both General Education and Special Education teachers about teaching in the Inclusive Classroom. Contract is from October 2019 to Spring 2020. Hourly rate are:\$275.00 for first (6) sessions; \$250.00 per hour for 7 sessions or more.

9. **Approve Katzenbach FY20 Tuition Contract**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the FY20 (2019-2020) Tuition agreement with Marie H. Katzenbach School for the Deaf for Student ID #28008 in the amount of \$53,487.

10. **Approve Katzenbach FY20 Personal Assistant Contract**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the FY20 (2019-2020) Personal Assistant agreement with Marie H. Katzenbach School for the Deaf for Student ID #28008 in the amount of \$35,000.

P. **SUPPLEMENTARY MATTERS**

1. **Board Goals:**

Motion by Hance, seconded by Hance to approve Board Goals.

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve the following 2019-2020 (FY20) Board Goals.

- 1) Finalize decision on staffing a school safety officer by January 2020 regular board meeting.
- 2) Evaluate our committee structure and objectives:
 - Re-evaluate whether the current committee organization and meeting times are optimal.
 - Develop a template or guidelines for committee meeting minutes to the board.

- Reassess the annual tasks for each committee and consider updating bylaws to reflect some of the tasks required by statutes, QSAC, and other tasks that could be considered "good governance" practices.

All in favor: Yes: 8 No: 0 Abstentions: 0

Motion carried in affirmative vote.

Board member Joseph Somers asked that the Board consider updating the District's "Strategic Plan" document, which expires in 2020. The Board agreed that they would consider exploring a "streamlined" version of this document, that might be considered over the summer.

Q 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.

John Bartruff inquired about the District's technology plan, and whether this plan might be shared with the public.

R ADJOURNMENT

1. **Motion to Adjourn**

Motion made by Davis, seconded by Somers, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 9:10 pm.

Respectfully submitted,



Brian P. McCarthy
Business Administrator / Board Secretary

October 16, 2019