

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, September 24, 2019, beginning at 7:04 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__
Hackmann_P__
Hance_P__
McGuire__
Muller_P__
Scheibener__
Somers_P_
Walker_P__
Witucki_P__

7 Members Present, 2 Members Absent.

E. CORRESPONDENCE

1. Ethics Training

Board Attorney John Geppert discussed Board Ethics, as it related to NJ 18A:12-24.1 (Code of Ethics for School Board Members), and NJ 18A:12-24 (Conflicts of Interest). He also shared Advisory Opinion A24-17, which outlined Board members' potential voting conflict for Collective Bargaining, and highlighted recent case law involving the West Windsor Board of Education.

2. Tree Letter

Superintendent Stephanie Snyder shared that the Board had received a letter from a

Holland Township student, who was concerned about tree removal as a result of parking lot construction.

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 Muller, seconded by Walker, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:25 pm to discuss Personnel matters.
2. **Motion to Enter Public Session**
Motion made by Muller, seconded by Witucki, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:50 pm.

G **CONSENT AGENDA**

- . Motion made by Hance, seconded by Muller, 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

Motion carried 7-0 in affirmative vote.

1. **Approval of Minutes**
Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of the August 27th, 2019 meeting and the Executive minutes of the August 27th, 2019 meeting.

2. **Bill List**

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated August 31, 2019 check number NO377 in the amount of \$57,231.64 and the Bill List dated September 24, 2019 check numbers 09247 thru 09374 in the amount of \$900,031.34.

3. **Finance**

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending August 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 months ending August 31, 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 August 27, 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. (Report will follow on Monday)

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.

•Carolyn Grundhauser: October 22, 2019, NJ Science Convention, Princeton, NJ, \$180.00 Registration, \$28.07 mileage

•Brian McCarthy, October 8, 2019, NJASBO, Hilton Garden Inn, Rockaway, NJ, \$100.00 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**

. No Report

I. **SUPERINTENDENT REPORT**

Superintendent Stephanie Snyder provided updates for the school year to date:

a. The school has had a successful start, as staff and students adjust to new changes and procedures.

b. Bus #4 has been late several times. The transportation coordinator is working to resolve this issue.

- c. Holland Township School received the “Bronze” sustainability award.
- d. The school has been asked to participate in a student “Risk” survey conducted by Montclair State University.

J. **PRINCIPAL REPORT**

No Report

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

- . Stacey Kuser commented on the Montclair State survey, and that we should be cognizant that student data is carefully shared.

L. **EDUCATION**

Motion made by Hance, seconded by Somers, to approve items 1 through 12.

Roll Call Vote:

Hackman_Y__Hance_Y__McGuire___Muller_Y__Somers_Y__Walker_Y__Witucki_Y__
Davis_Y__Scheibener_____

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 September 3, 2019 - September 19, 2019 and affirms the actions of the administration.

2. **Approve Field Trips**

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

- Pax Amicus
- Fairview Lakes YMCA Camp
- WDVR Live Radio

3. **Approve Week of Respect –October 7-11 2019**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of October 7-11, 2019 as Week of Respect.

4. **Approve School Violence Awareness Week –October 21-25, 2019**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of October 21-25, 2019 as School Violence Awareness Week.

5. **Approve American Education Week –November 18 - 22, 2019**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of November 18-22,2019 as American Education Week.

6. **Approve Red Ribbon Week – October 23-31, 2019**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of October 23-31, 2019 as Red Ribbon Week.

7. **Approve Staff Members for Detention**

RESOLVED that upon the recommendation of the Superintendent the Holland Township

Board of Education approves all employed teachers to act as chaperones for Detention as per the negotiated contract for the 2019-2020 school year.

8. **Approve Emergency Management and Response Plan**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Emergency Management and Response Plan for the 2019 - 2020 school year.

9. **Approve American Red Cross Pillowcase Project**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the fourth grade to participate in the American Red Cross Pillowcase Project.

10. **Accept S.E.E.D. Donation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the S.E.E.D. (Source for Excellence in Educational Development) Donation in the amount of \$2,405.83 to be applied towards Tower Garden & Soil, Plants for Geodome/Garden. The Board recognizes and thanks the S.E.E.D. (Source for Excellence in Educational Development) for their continued and generous support of our school district.

11. **Accept School Mate Publishing Award**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the School Mate Publishing award in the amount of \$100 to be applied towards flexible seating in Mrs. Dlugose 2nd Grade classroom. The Board recognizes and thanks School Mate Publishing for their generous support of our school district.

12. **Approve the Acceptance of Dictionaries from Spring Mills Grange**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts a donation of dictionaries from the Spring Mills Grange No. 120 National Grange's "Project Graduation" to be distributed to third grade students. The Board recognizes and thanks the Spring Mills Grange for their continued and generous support of our school district.

M **PERSONNEL**

. Motion made by Davis, seconded by Somers, to approve items 1 through 9.

Roll Call Vote:

Hackman_Y__Hance_Y__McGuire___Muller_Y__Somers_Y__Walker_Y__Witucki_Y__
Davis_Y__Scheibener_____

Motion carried 7-0 in roll call vote.

1. **Approve Waiver of Stipend**

WHEREAS, Lou Brooks, Girls' Soccer Coach, has made it known to the Holland Township Board of Education his desire to waive the \$1,046 stipend for the position; and

WHEREAS, Lou Brooks has requested that the stipend be redirected to the soccer program at Holland to support any needed equipment such as balls, training aids, etc.

NOW, THEREFORE, BE IT RESOLVED that the Holland Township Board of Education approves the waiver of stipend request from Girls' Soccer coach Lou Brooks and the \$1,046 stipend be used to support any needed equipment such as balls, training aids, etc.

2. **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 2019-2020 school year.

3. **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. Gina Viespoli from part time Classroom Aide/Cafeteria Aide to Full Time Classroom Aide effective retroactive to Monday, September 16, 2019. Mrs. Viespoli's placement on the salary guide is unchanged, however she now qualifies for health benefits.

4. **Approve 1st Grade Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Alexandra Raulf as First Grade Teacher for the 2019-2020 school year beginning September 25, 2019.

FURTHER RESOLVED, Ms. Raulf will placed on Step 1 MA of the 2019-2020 HTEA Salary guide, \$56,420 (prorated).

5. **Approve Mentor**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Robin Nugent as mentor for Ms. Alexandra Raulf for the 2019-2020 school year.

FURTHER RESOLVED, payments to the mentor and payroll deductions from the Provisional Teacher in the amount of \$550 will be processed as per the guideline in the 2019-2020 Mentoring Plan.

6. **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:

•Keith Muccilli: Teacher/Aide

7. **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 Stephanie Kane's appointment of Yearbook Advisor with a stipend of \$3,115.

8. **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

Yearbook Advisor (Split Position)/Stephanie Kane & Tracy Kephart/\$1,557.50 each

9. **Approve of Long Term Substitute Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Ms. Sheila Mandato as the Long Term Substitute Teacher to begin retroactive September 20, 2019 and ending on or about January 2, 2020.

Ms. Mandato 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).

N **POLICY**

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

Roll Call Vote:

Hackman_Y_Hance_Y_McGuire___Muller_Y_Somers_Y_Walker_Y_Witucki_Y___
Davis_Y_Scheibener___

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 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 Somers, to approve items 1 through 5.

Roll Call Vote:

Hackman_Y_Hance_Y_McGuire___Muller_Y_Somers_Y_Walker_Y_Witucki_Y___
Davis_Y_Scheibener___

Motion carried 7-0 in roll call vote.

1. **Approve Change Order for Parking Lot Construction Project**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve Change Order, in the amount of \$17,545.00, for additional cost to repair existing parking lot. This sum is for "Additional Full Depth Repair" for a portion of parking that crumbled during construction. The engineer determined that section of existing parking lot was substandard prior to construction of new parking lot.

2. **Approve Bid Threshold for Qualified Purchasing Agent (OPA)**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the statutory Bid threshold for Business Administrator and Purchasing Agent, Brian McCarthy, who has met the requirements established by Chapter 440, Laws of 1999, and officially recognized as a Qualified Purchasing Agent. The current Bid threshold is \$40,000.

3. **Approve Budget Calendar for FY21 School Year.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve the preliminary Budget Calendar, for the development of the 2020-2021 (FY21) school budget.

4. **Accept the 2018 Annual CAFR/Financial Audit**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves and accepts the annual CAFR / Financial Audit for the fiscal year ended June 30, 2018 as prepared by the firm Bedard, Kurowicki & Company and acknowledge that there is one recommendation.

5. **Approve Learning Disabled Teacher Consultant (LDTC) contract with HCESC**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve 2019-2020 LDTC services contract with Hunterdon County Educational Services Commission (HCESC). The contract commences 10/1/2019 through 6/30/2020. Contract rate is \$95.00 per hour.

P. SUPPLEMENTARY MATTERS

1. **Goals**

Board Vice President Matthew Davis discussed finalizing Board goals at the October meeting. He also commented on whether the Board should revisit the evaluation of committee structure, and the possibility of standardizing committee reports.

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.

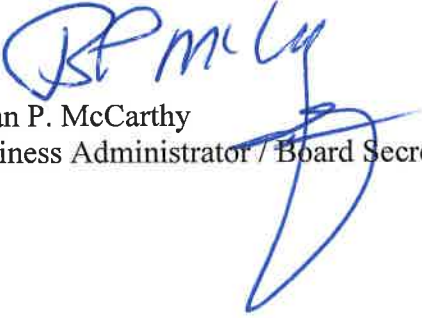
Stacey Kusher thanked the Board for making the Fairview Lake field trip possible, and asked whether the front of the school "Ramp" design should be shared with the community.

S. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Walker, seconded by Somers, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 8:20 pm.

Respectfully Submitted,



Brian P. McCarthy
Business Administrator / Board Secretary

September 25, 2019