



Holland Township School

Work Session
April 20, 2021, 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**
- D. **ROLL CALL:** 7:04 pm
 - Davis__P__
 - Hackmann_P__
 - Hance_P__
 - McGuire_P__
 - Muller_P__
 - Schilder_P__
 - Walker__

6 members present. 1 member absent.

- E. **WORKSHOP DISCUSSION ITEMS**
- 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



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XPending, 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 Hance, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:05 pm to discuss Pending, Ongoing or Anticipation Litigation.

2. Motion to Enter Public Session

Motion made by Davis, seconded by Schilder, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:16 pm.

G. CONSENT AGENDA - DISCUSSION ONLY

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

1. Approval of Minutes

Upon the recommendation of the Superintendent of Schools that the Board approves the Regular minutes of March 23, 2021, the Executive Minutes of March 23, 2021, Special Board Meeting minutes of March 26, 2021 and the Special Board Meeting Executive minutes of March 26, 2021.

2. Bill List

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated March 31, 2021 check numbers N0331 in the amount of \$313,266.34.

3. Finance

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending February 28, 2021 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 February 28, 2021 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 February 28, 2021 and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year

H. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

None.



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I. EDUCATION - DISCUSSION ONLY

Motion made by ____, seconded by ____, to approve the following items:

Roll Call

Vote: Hackmann ____, Hance ____, McGuire ____, Muller ____, Schilder ____, Walker ____, Davis ____,

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 March 12, 2021 to April 16, 2021 and affirms the actions of the administration. (3 investigations, 0 found to be HIB).

2. Approve Annual Programs and Curriculum

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education adopts the programs, educational organization, textbooks, and the following curriculum guides of the Holland Township School District presently in effect:

- Visual and Performance Arts
- Comprehensive P.E./Health
- LAL
- Math
- Science
- Social Studies
- World Language
- Technology
- 21st Century Life and Career
- Library
- Pre-School

3. Accept Student

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts Ms. Elizabeth Vocke's son into First Grade for the 2021-2022 school year tuition free per Policy 5111.

4. Approve School Bus Emergency Evacuation Drill Statement

RESOLVED that the Holland Township Board of Education accepts the following statement for the School Bus Emergency Evacuation Drill as per 6A:27-11.2;

WHEREAS, on Monday April 26, 2021 with a rain date of Tuesday, April 27, 2021 the Holland Township School Principal Mrs. Susan Wardell oversaw the school bus emergency evacuation drill for all bus routes. The drill was held at approximately 2:15 PM for both the elementary school students and the middle school students in the front of the school in the bus unloading area.

J. PERSONNEL - DISCUSSION ONLY

Motion made by ____, seconded by ____, to approve the following items:



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Roll Call

Vote: Hackman___Hance___McGuire___Muller___Schilder___Walker___Davis___

1. Approve Tenure

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves to grant tenure to staff as per the attached listing.

2. Approve Staff for the 2021-2022 School Year

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves to rehire teachers, support staff, non tenured staff and non-association staff for the 2021-2022 school year as per the listing.

3. Approve Organizational Chart for the 2021-2022 School Year

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Organizational chart for the 2021-2022 school year.

4. Approve Substitute List

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves substitutes for the 2021/2022 school year.

5. Annual Appointment of Officers/Appointments - Reappointments

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education appoints the following officials, for the period July 1, 2021 through June 30, 2022:

- Business Administrator: Brian McCarthy
- Board Secretary: Brian McCarthy
- Purchasing Agent: Brian McCarthy
- Treasurer of School Monies: Patti Fischer
- Custodian of School Records: Brian McCarthy
- Attendance Officer: Susan Wardell
- Affirmative Action Officer: Brian McCarthy
- 504 Officer: Susan Wardell
- Public Agency Compliance Officer: Brian McCarthy
- HIB Coordinator: Susan Wardell
- HIB Specialist: Jennifer Leap, Kristen Deniz
- Drug Liaison Officer: Jennifer Leap
- DYFS Liaison: Jennifer Leap
- Homeless Liaison: Susan Wardell
- Right to Know Coordinator: Edward Pico
- Indoor Air Quality Compliance Officer: Edward Pico
- AHERA Representative: Edward Pico
- Safety Committee Coordinator: Edward Pico
- Integrated Pest Management Manager Coordinator/Plan: Edward Pico
- School Safety Specialist: Brian McCarthy
- Human Resource Officer: Stephanie Snyder

6. Approve Extra and Co-Curricular Activities Directors

RESOLVED that upon the recommendation of the Superintendent the Holland



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Township Board of Education approves the following staff as extra and co-curricular activities directors, for the 2021/2022 school year as per negotiated contract:

Position/Staff Members/Stipend

- Band (30 Sessions) Kevin Kuchinsky/\$1,770 (Pending Student Involvement)
- Chorale (20 Sessions) Craig Lerch/\$1,180 (Pending Student Involvement)

7. Approve NJ Family Leave/NJ Family Leave Insurance Program

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Megan Monti's NJFLA leave request utilizing New Jersey's Family Leave Insurance Program to begin on or about September 1, 2021 for up to the maximum 12 weeks. Mrs. Monti will utilize 5 (5) sick days starting on or about August 24, 2021. Mrs. Monti return to work date will be on or about November 29, 2021.

8. Approve Volunteer

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Nancy Holzworth as a volunteer to assist John Horak (Coach) with Boys Baseball.

K. POLICY - DISCUSSION ONLY

Motion made by ____, seconded by ____, to approve the following items:

Roll Call

Vote: Hackmann ___ Hance ___ McGuire ___ Muller ___ Schilder ___ Walker ___ Davis ___

1. Adoption of Annual Rules, Policies and By-Laws

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all rules, policies and by-laws of the Holland Township School District presently in effect are hereby adopted for the 2021-2022 school year.

L. FINANCE AND FACILITIES - DISCUSSION ONLY

Motion made by ____, seconded by ____, to approve the following items:

Roll Call

Vote: Hackmann ___ Hance ___ McGuire ___ Muller ___ Schilder ___ Walker ___ Davis ___

1. Designation of Depositor of School Funds

Upon the recommendation of the Superintendent of Schools that the Board designate the following bank as the official depository for the Board of Education:

Investors Savings Bank Accounts

- General Fund
- President Vice
- President
- Board Secretary
- Treasurer (3 required)



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Payroll

Board Secretary
Treasurer(1 required)

Payroll Agency
Board Secretary
Treasurer(1 required)

Cafeteria
Board Secretary
Treasurer (2 required)

Student Activities
Superintendent of School
Board Secretary
Principal (2 required)SUI Board Secretary / Treasurer (1 required)

Reserve Accounts (Capital, Maint., Emergency)
President
Vice President
Board Secretary
Treasurer(3 required)

FSA
Board Secretary
Treasurer (1 required)

2. **Investment Authorization**

Upon the recommendation of the Superintendent of Schools that the Board authorize the School Business Administrator/Board Secretary to invest funds, not immediately needed, in any authorized bank in the State of New Jersey, as per Board policy.

3. **Implementation of the Budget**

Upon the recommendation of the Superintendent of Schools that the Board empower the Superintendent of Schools and the School Business Administrator/Board Secretary to implement the Budget pursuant to policies and regulations of the State Board and Local Board, upon final adoption.

4. **Insurance Agents of Record**

RESOLVED that the Holland Township Board of Education appoints Brown and Brown Insurance Agency, as Insurance Agent of Record, for the 2021-2022 school year; and,

FURTHER NOW THEREFORE, BE IT RESOLVED that the Holland Township Board of Education, does hereby appoint Bob Gemell as its Risk Management Consultant in accordance with the SAIF Fund's Bylaws.

RESOLVED that the Holland Township Board of Education appoints Brown & Brown



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Benefit Advisors as Agent of Record for employee benefits, for the 2021-2022 school year;

FURTHER RESOLVED that the Board Secretary has permission to review other brokers for possible savings

5. Professional Services

Upon the recommendation of the Superintendent of Schools that the Board approve professional services provided by the following for the 2021-22 school year:

Pursuant to 18A:18A.5, the Board of Education of the Township of Holland in the County of Hunterdon and the State of New Jersey awarded the following contracts for licensed professionals for the 2021-22 school year as listed below. These contracts are awarded without competitive bidding as a "professional service" under the provisions of the Public

Procurement Law. The contract itself is available for public inspection at the Office of the Board Secretary, located at 714 Milford Warren Glenn Road County Road, Milford, New Jersey, between the hours of 9:00 AM-3:00 PM, Monday through Friday.

Architect of Record

The Spiezle Group, Inc.
Principal Rate: \$170.00 per hour

Auditor

Suplee, Clooney & Company \$20,075

Boiler Services

Mack Industries \$82.00 per hour
Metz Inc. \$93.00 per hour

Bond Counsel

Wilentz, Goldman and Spitzer Corp.

Electrical

MT. Salem Electric \$95.00 per hour

HVAC

Mack Industries \$82.00 per hour
Metz \$93.00 per hour

Legal Services

Scarinci & Hollenbeck, LLC
Partners \$168.00 per hour

Hatfield Schwartz LLC
Partners \$145.00 per hour



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Medical

Hunterdon ESC : \$425.00 per evaluation

Official Newspapers

Hunterdon County Democrat

The Express Times

The Star Ledger

Plumbing

Robert Griggs Plumbing and Heating LLC \$98.50 per hour

Richard E. Yard Plumbing and Heating Inc. \$110.00 per hour

School Physician

Hunterdon Family Medicine at Delaware Valley Physician: \$400.00 per hour

Administrative annual service fee for health services: \$3000.00

School Psychiatrists

Dr. William Hayes Alexander Roads Associates \$595 per evaluation

6. Tax Shelter Annuity Companies/Brokers

Upon recommendation of the Superintendent of Schools that the Holland Township Board of Education approves the following Tax Shelter Annuity Programs, 403b providers and representatives for the 2021-2022 school year for the Holland Township Board of Education Employees:

Pen Serve Plan Service Inc. formerly Foresters /First Investors

Lincoln Financial Group

AXA Equitable

7. **Transfer of Funds**

Upon recommendation of the Superintendent of Schools that the Holland Township Board of Education authorizes the Business Administrator/Board Secretary to transfer funds from the General Account for the purpose of purchasing Certificates of Deposit, Repurchase Agreements and any other instruments of investment.

8. **Annual Section 125 Plan: Health Benefits Waiver**

WHEREAS The Board wishes to continue the adoption of the Section 125 Cafeteria Plan, which permits employees to waive health benefit coverage in return for a taxable cash payment, and which will maintain the tax-free status of the health benefits themselves; and

WHEREAS The Board also wishes to continue the adoption of the Section 125 Cafeteria Plan, which will permit employees to pay the employee share of applicable health benefits with a payroll deduction taken before federal payroll taxes are computed; and

RESOLVED that the School Business Administrator/Board Secretary is appointed as



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Plan Administrator;

FURTHER RESOLVED that the Plan Administrator is hereby instructed to take such actions that are necessary and proper to implement the Plan, which are to include the

continuation of adequate accounting and administrative procedures to administer the Plan, and notifying eligible employees of their options under the Plan.

9. Authorization to Implement the 2021-2022 Tuition Rates

Upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education implements the following Non-Resident Tuition Rates for 2021-2022 as follows:

Special Education Programs (LEA Out of District Received)

Preschool Special Education Integrated Part Time: \$15,000

Preschool Special Education Integrated Full Time \$21,000

LLD Program: \$18,108

MD Program: \$21,835

ES Program: \$21,835

10. Petty Cash Account

RESOLVED that a Petty Cash Account be established for the 2021-2022 year, in the amount of \$300.00; and appoints the School Business Administrator/Board Secretary as custodian of the same.

11. Cooperative Pricing Agreements County Education Services Commissions

Upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approves the Cooperative Pricing Agreements between the Holland Township Board of Education and the following Education Services Commissions:

Hunterdon County Education Services Commission

Middlesex Regional Education Services Commission

12. Adoption of the 2021-2022 (FY22) School Budget

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve 2021-2022 Budget Resolutions: Travel, Professional Services, 2021-2022 Budget.

BE IT SO RESOLVED, to approve and adopt the 2021-2022 School District Budget for submission to the Hunterdon County Department of Education as follows:

General Fund Operating Budget: \$12,965,403

Special Revenue Fund (Grants and Entitlements): \$161,753

BE IT FURTHER RESOLVED, to acknowledge that the 2021-2022 School District Budget as described above results in tax levies as follows:

General Fund (Tax Levy) \$10,146,328

The following Capital Reserve and Maintenance Reserve Expenditures, as outlined in



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the 2021-2022 Budget, to be undertaken for the health and safety of the students, funded by Capital Reserve and Maintenance Reserve Accounts:

Projects using Capital Reserve Account:

RENOVATE/HVAC AUDITORIUM: \$900,000

TOTAL CAPITAL RESERVE: \$900,000

Projects using Maintenance Reserve Account:

7TH GRADE BOYS BATHROOMS: \$ 100,000

7TH GRADE GIRLS BATHROOMS: \$ 100,000

RESTROOM PARTITIONS GRADES 1 & 2 : \$ 20,000

EXHAUST FAN MIDDLE GYM: \$15,000

NEW LED LIGHTING: \$ 10,000

TOTAL MAINTENANCE RESERVE: \$ 245,000

The School District has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education.

WHEREAS, School District Policy #6371-N.J.A.C. 6:A23A-7 provides that the Board of Education shall establish in the annual budget a maximum expenditure amount that may be allotted for such travel and expenses reimbursement for the 2021-2022 school year.

NOW, THEREFORE, BE IT RESOLVED, that the Holland Township Board of Education hereby established the School District travel maximum for the school year at the sum of \$65,000.00

Regular business travel maximum is \$1,500 per person.

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

13. Approve Use of Bank Cap in FY22 Budget – Revised Statement

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the use of \$283,810 Banked Cap in the 2021-2022 (FY22) Budget. The district needs the latter unused taxing authority to balance the FY22 budget, as a result of the reduction in State Aid. The need for these funds will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time.



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Approve REAP Grant Application for 2021-2022 (FY22) School Year

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve application for: Federal Grant: Small, Rural School Achievement Program CFDA Number 84.358A (REAP) for the 2021-2022 (FY22) school year.

14. Approve Application and Accept 2021-2022 CRRSA ESSER II Grant Award

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the application, and accepts the grant award for the Coronavirus Response and Relief Supplementary Appropriations Act (CRRSA) Elementary and Secondary School Emergency Relief Fund II (ESSER II) in the amount of \$123,660. The allotment of funds specified by the grant: \$53,660 Mandatory sub-grants based on Title I funds to be used for Summer Academy Teacher Salaries; \$25,000 Learning Acceleration, \$18,750 for Summer Academy Teacher Salaries, \$6,250 instructional supplies; \$45,000 Mental Health, \$6,000 Professional Development, \$39,000 Guidance Salaries (Summer Academy/2021-2022 School Year).

15. Approve School Photographer Contract

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves BNL Enterprises, Inc. as the school photographer for the 2021/2022 School Year.

FUTHER RESOLVED, the Holland Township Board of Education approves the 2021/2022 contract from BNL Enterprises, Inc.

M. SUPPLEMENTARY MATTERS

Superintendent Stephanie Snyder commented on these items:

1. Most of the staff, who want to be vaccinated, have received at least one shot.
2. The percentage of Caucasian race measured student speech participation rates in the district have been reduced from 3.75% to 3.25% of the student population.
3. Congratulations to Principal Susan Wardell for a published article in "Educational Viewpoint".
4. The school will run a "Summer Academy" for our general education students that will run concurrently with the ESY program schedule.
5. Plans for the 8th grade graduation are being considered that would utilize outside locations.

Board President Matthew Davis discussed a recent Save Our Schools (SOS) resolution that pertains to State Funding (S2), and the Board agreed that this resolution would be added to the 4/27/2021 agenda.

N. COMMENTS: PUBLIC – GENERAL

None.

O. 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



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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
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- 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 Hackmann, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:59 pm to discuss Personnel and Collective Bargaining.

2. Motion to Enter Public Session

Motion made by McGuire, seconded by Muller, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 9:05 pm.

P. ADJOURNMENT

1. Motion to Adjourn

Motion made by Muller, seconded by McGuire, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 9:07 pm.

Respectfully submitted,

Brian P. McCarthy
Business Administrator / Board Secretary

April 21, 2021