

# Minutes of Regular Board Meeting

## The Board of Education Holland Township School

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A Regular Board Meeting of the Board of Education of Holland Township School was held Tuesday, December 17, 2019, beginning at 7:01 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

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

7 members present. 1 member absent. 1 Board vacancy.

E. CORRESPONDENCE

1. Audit Report from Suplee, Clooney & Company

Steve McDermott from Suplee, Clooney & Company presented the audit to the Board. He noted that there was one finding in the audit, and that the business office had formulated a Corrective Action Plan (CAP) to remedy this finding. Steve also detailed the district's fund balances found on page 12 of the Audit Management Report (AMR). There were no questions from the Board.

2. Happy Holidays - The Grundstrom Family

Board President Matthew Davis disclosed receipt of Holiday Card to district.

3. Resolution - Laurie Hance

Motion by McGuire, seconded by Walker, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the following

resolution.

**Affirmative Vote:**

**AYES: 6    NAYES: 0    ABSTENTIONS: 1**

Motion carried 6-0 in Affirmative vote.

WHEREAS, Laurie Hance served on the Holland Township Board of Education from 2014 to 2019; and

WHEREAS, the Holland Township School Board benefitted from the commitment and expertise of Laurie Hance as she served as both a member and a Chair on the committees for Communications, Education, Finance and Facilities and Policy; and served as Liaison to Hunterdon County School Boards; and

WHEREAS, Laurie Hance always put our students and their needs first and consistently looked at matters from the student experience prospective as she shaped ideas and decisions to benefit our district; and

WHEREAS Laurie Hance has demonstrated dedication and commitment to the students, staff, parents, and community members of Holland Township as evidenced by the countless hours that she provided as a member of the Holland Township School Board;

NOW, THEREFORE, BE IT RESOLVED that the Holland Township Board of Education expresses its thanks and appreciation to Laurie Hance, for her leadership and selfless commitment to our district and students; and

BE IT FURTHER RESOLVED, that a copy of this resolution be recorded in the official minutes of the December 17, 2019, Board of Education meeting and presented to Laurie Hance as a sincere token of appreciation on behalf of the Holland Township School District.

4. Resolution - Lorraine Scheibener

Motion by McGuire, seconded by Walker, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the following resolution.

**Affirmative Vote:**

**AYES: 7    NAYES: 0    ABSTENTIONS: 0**

Motion carried 7-0 in Affirmative vote.

WHEREAS, Lorraine Scheibener served on the Holland Township Board of Education for fifteen years from 2004 to 2019; and

WHEREAS, the Holland Township School Board benefitted from the commitment and expertise of Lorraine Scheibener as she served on numerous committees during this time, served as liaison to the Hunterdon County Association School Boards, and the NJ School Boards Association, and served as Board Vice President, and in her current role as Board President; and

WHEREAS, Lorraine Scheibener has demonstrated an enduring and positive commitment to the students, parents and community members of Holland Township as evidenced by the countless hours that she provided as a member of the Holland Township School Board and prior to that as a PTO member;

NOW, THEREFORE, BE IT RESOLVED that the Holland Township Board of Education expresses its thanks and appreciation to Lorraine Scheibener, for her leadership and selfless commitment to our district and students; and

BE IT FURTHER RESOLVED, that a copy of this resolution be recorded in the official minutes of the December 17, 2019, Board of Education meeting and presented to Lorraine Scheibener as a sincere token of appreciation on behalf of the Holland Township School District.

**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 Somers, seconded by Walker, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:15 pm to discuss Personnel matters.

2. Motion to Enter Public Session

Motion made by Somers, seconded by Walker, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 8:12 pm.

G. CONSENT AGENDA

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

Affirmative Vote:

**AYES: 7    NAYES: 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 November 26, 2019 and the Executive minutes of November 26, 2019.

2. Bill List

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated December 17, 2019 check numbers N0387 thru 09600 in the amount of \$660,342.09.

3. Finance

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending November 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 months ending November 30, 2019 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 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 November 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

**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.

•Rose Branosky: February 10, 2020, SLP & Enhance Therapy Effectiveness, Allentown, PA \$279 Registration

**H. BOARD PRESIDENT REPORT**

- 1.** Board President Mathew Davis reminded the Board about the staff breakfast on 12/20 and Board Member contribution payment to Business office for this event.
- 2.** Mr. Davis also discussed a future "Del Val Summit" gathering for Administrators and Board of Education members. The purpose of this event would be to discuss potential situations to share ideas and resources.
- 3.** Finally, Matthew Davis disclosed the sad new of Bobby Beriont's passing. Bobby was a former Board of Education member and Business Administrator for Holland Township School.

**I. SUPERINTENDENT REPORT**

**1. Special Education Update**

Superintendent Stephanie Snyder will provide this update at next Board meeting.

**J. PRINCIPAL REPORT**

None

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

- 1.** Stacey Kluesner commented on security. She added that the public should be involved in spending decisions for Class III / SRO officers, and suggested that funds would be better directed for mental health issues.

**L. EDUCATION**

Motion made by McGuire, seconded by Somers, to approve the following item:

**Roll Call**

Hance\_Y\_\_McGuire\_Y\_\_Muller\_Y\_\_Somers\_Y\_\_Walker\_Y\_\_Witucki\_\_Hackmann\_YDavis\_Y

Motion passed 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 November 12, 2019 - December 6, 2019 and affirms the actions of the administration.

M **PERSONNEL**

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

**Roll Call**

Hance\_Y\_\_McGuire\_Y\_\_Muller\_Y\_\_Somers\_Y\_\_Walker\_Y\_\_Witucki\_\_Hackmann\_YDavis\_Y

Motion passed 7-0 in roll call vote.

1. **Approve Student Shadowing**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Geena Basile as a student shadow from Bloomsburg University for one day in the month of January 2020. Ms. Basile will spend her time with Mrs. Branosky.

2. **Approve Business Administrator/Board Secretary Updated Contract**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves executing the updated contract of employment between the Holland Township Board of Education and Mr. Brian McCarthy, Business Administrator/Board Secretary, from January 1, 2020 through June 30, 2020 at annual salary of \$140,000, as per the contract terms and conditions.

3. **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 \$70,000, prorated from January 3, 2020 through June 30, 2020.

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

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Stephanie Bacskai's request for unpaid FMLA/NJFLA/NJFLIA (pending physician documentation) leave beginning on or about December 15, 2019 not to exceed 12 weeks on an intermittent basis

N. **POLICY**

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

**Roll Call**

Hance\_Y\_McGuire\_Y\_Muller\_Y\_Somers\_Y\_Walker\_Y\_Witucki\_Hackmann\_Y  
Davis\_Y

Motion passed 7-0 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:

•0141 (Board Member Number and Term)

O. **FINANCE AND FACILITIES**

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

**Roll Call**

Hance\_Y\_McGuire\_Y\_Muller\_Y\_Somers\_Y\_Walker\_Y\_Witucki\_Hackmann\_Y  
Davis\_Y

Motion passed 7-0 in roll call vote.

1. **Accept the 2018-2019 Annual CAFR/Financial Audit**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education accepts the annual CAFR / Financial Audit for the fiscal year ending June 30, 2019, as prepared by the firm Suplee, Clooney & Company, and acknowledge there is one finding and recommendation.

2. **Approve and Accept Corrective Action Plan (CAP) for 2018-2019 Audit**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves and accepts the attached Corrective Action Plan (CAP) for Finding 2019-1. The auditor recommended "That the District maintain an accurate and detailed capital assets ledger". The Corrective Action is that "the district will provide work papers from the auditor to 3rd party provider, to accurately reflect the district's capital assets. In addition, the district will review the hiring of this service to another contractor."

3. **Approve and Accept the Certification of Implementation (COI) of Corrective Action Plan (CAP) for 2018-2019 Audit**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves and accepts the Certification of Implementation (COI) of Corrective Action Plan (CAP) for the fiscal year ending June 30, 2019.

P. **SUPPLEMENTARY MATTERS**

1. **School Safety Discussion**

The Board members weighed their opinions about Class III officer and/or security at school:

- a. Matthew Davis: We need to decide on Class III / SRO. Should decide when we know the full budget. Also "unsure" of need. Mental health is a large issue and could be a best place for this expense.
- b. Tim McGuire: Officer is good idea if town will not help. Perhaps officer or

- mental health is not one or the other.
- c. Jim Muller: Not sure if this is best idea. Want to see budget.
  - d. Laurie Hance: We should clarify if we are discussing Class III.
  - e. Joe Somers: Class III is where we are going. Can we look at other situations?
  - f. Westley Hackmann: Would like to see this expense as presented in budget.
  - g. Matthew Walker: Officer is good idea if town will not help. Class III – We can set expectations, more control to Police Department. What are attributes?
  - h. All agreed that Class III officer expense should be put in budget for analysis and comparison to other desired expenditures from available revenue.

Tim McGuire inquired about plan for Board vacancy. It was agreed that advertisement on website would have interest due by January 2<sup>nd</sup>, with appointment at Reorganization Board meeting.

Tim McGuire inquired about new legislative (bill) pertaining to State Aid. Business Administrator Brian McCarthy responded that if law passed it would not apply to Holland Township School. Matthew Davis added comments about “local fair share”, and how this pertained to Equalization Aid and this new bill.

**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.

1. Frank Simini asked that the Board provide a “job description” of a Class III / SRO officer, so that the community could better understand role and need.  
He also distributed copies of correspondence with Superintendent Stephanie Snyder that pertained to the use of school facilities. The Board responded that we might review facility use at our next facilities committee meeting.
2. Stacey Kluesner complimented the board on their civility during the last election.
3. John Bartruff asked for transparency and that the role of Class III officer be defined.

**R. EXECUTIVE SESSION**

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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:

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- 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 Somers, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 9:00 pm to discuss Personnel Matters, Invasion of Privacy – Employee or Student, and Collective Bargaining.

2. **Motion to Enter Public Session**

Motion made by Walker, seconded by Somers, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 10:00 pm.

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 10:00 pm.

Respectfully Submitted,



Brian P. McCarthy  
Business Administrator / Board Secretary

December 19, 2019