

HOLLAND TOWNSHIP SCHOOL DISTRICT

Regular Meeting
June 27, 2023, 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

Davis – Present

Giovannetti – Present

Hance – Present

Martin – Present

Moustakas – Present

Muller – Present

Walker – Present

E. CORRESPONDENCE

1. Tournament of Champions Video

2. Margaret Mead - EVERFI MassMutual Foundation FutureSmart Winner

CONSENT AGENDA

Motion made by Mr. Davis, seconded by Ms. Martion, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the consent agenda as follows:

Voice Vote:

Giovannetti – Aye; Martin – Aye; Moustakas – Aye; Muller – Aye; Walker – Aye; Hance – Aye; Davis – Aye

3. Approval of Minutes

Upon the recommendation of the Superintendent of Schools, the Board approve the following minutes:

May 16, 2023 Work Session Board Meeting Minutes

May 16, 2023 Work Session Executive Meeting Minutes

May 23, 2023 Regular Board Meeting Minutes

May 23, 2023 Regular Board Meeting Executive Meeting Minutes

4. Bill List

Upon the recommendation of the Superintendent of Schools, the Board approves the Bill List dated June 23, 2023 check numbers NO432 thru 12776 in the amount of \$650,049.47.

5. Finance

1) Upon the recommendation of the Superintendent of Schools, the Board approve the transfers for the month ending April 30, 2023 and May 31, 2023 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 certificate that the Superintendent, Stephanie Snyder, recommends that the Board of Education accept

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the monthly financial reports of the Board Secretary and the Treasurer of School Moneys for the months ending April 30, 2023 and May 31, 2023 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, the Board accept the School Business Administrator/Board Secretary's, John Trent certification as required by N.J.A.C. 6:20-2.13(d), that no line item account has been over expended as of April 30, 2023 and May 31, 2023 and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year

6. 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.

- Christine Haffling/Practical Strategies for Improving the Behavior of Attention - Seeking Manipulative & Challenging Students/Recorded/\$279 Registration
- Susan Wardell/Legal Requirements and Emerging Issues Related to the Code of Student Conduct; Code of Conduct Certificate Program/July 20, 2023/Online

7. 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.

F. BOARD PRESIDENT REPORT – Mr. Davis spoke of the 8th grade honors ceremony and the 8th grade graduation.

G. SUPERINTENDENT REPORT – No report.

H. PRINCIPAL REPORT – Ms. Wardell spoke about the end of the school year and what to look for with the coming year.

I. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

Please approach the podium, state your name, and address your comments to the board president. Because this is a meeting at which the board needs to conduct its business, each member of the public will be limited to three minutes. And please refrain from abusive, obscene, or defamatory remarks; we expect that everyone will hold themselves to the highest level of professional courtesy and personal respect, given our shared interests and goals. Please remember that the board has an obligation to protect the privacy of district employees and students.

J. EDUCATION

Motion made by Mr. Davis, seconded by Mr. Walker, to approve the following items:

Roll Call Vote:

Giovannetti – Yes; Martin – Yes; Moustakas – Yes; Muller – Yes; Walker – Yes; Hance – Yes; Davis – Yes

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 May 11, 2023 - June 9,

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2023 and affirms the actions of the administration. (0 investigation, 0 found to be HIB). (School Year 2022-2023 15 total investigations, 7 found to be HIB).

2. Approve ShopRite of Hunterdon County, Inc. Donation

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts a donation of \$100 from ShopRite Hunterdon County, Inc. for Ultimate Fun Day. The Board recognizes and thanks the ShopRite Hunterdon County, Inc. for their continued and generous support of our school district.

3. Approve ELL Shared Service

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the ELL Shared Service with Delaware Valley Regional High School for the 2023/2024 school year at an hourly rate of \$70.00 for such services as Eligibility Testing for students, Professional Development and assistance with the ELL 3-Year Program Plan.

4. APPROVE SHELLY KLEIN CONSULTING, READING SPECIALIST

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Shelly Klein Consulting, Reading Specialist for staff Professional Development for the 2023-2024 school year, not to exceed \$25,000.

K. PERSONNEL

Motion made by Mr. Davis, seconded by Mr. Walker, to approve the following items:

Roll Call Vote:

Giovannetti – Yes; Martin – Yes; Moustakas – Yes; Muller – Yes; Walker – Yes; Hance – Yes; Davis – Yes

1. Approve Payment for Unused Personal Business/Family Illness and Sick Days Incentive

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the payment for unused Personal Business Days, Family Illness Days and Sick day incentive as per HTEA Contract.

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 2023/2024 school year as per negotiated contract.

Position/Staff Member/Stipend

Genesis Coordinator/Carmelina Delasey/\$5,000

Substitute Coordinator/Lori Regep/\$2,782

Transportation Coordinator/Nancy Holzworth/\$2,000

3. Approve Maternity Leave/NJ Family Leave Insurance Program/FMLA/NJ Family Leave Act

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #1701 maternity leave utilizing FMLA/NJFLA starting on or about January 8, 2024 (for the maximum 24 weeks) which would be through the end of the school year.

Employee #1701 will utilize all accumulated Sick, Personal and Family Illness Days prior to her leave.

4. Approve Unpaid NJFLA/NJFLI Leave

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #1843 request for unpaid NJFLA

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leave (New Jersey Family Leave Act) utilizing NJFLI (New Jersey Federal Leave Insurance) beginning on or about August 22, 2023 until on or about September 29, 2023.

5. Approve Maternity Leave/NJ Family Leave Insurance Program/FMLA/NJ Family Leave Act

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #1505 maternity leave utilizing FMLA/NJFLA starting on or about October 16, 2023 with a return to work date of on or about April 8, 2024.

Employee #1505 will utilize all accumulated Sick prior to her leave.

6. Approve Unpaid Days

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #2204 request for two (2) unpaid days Wednesday, May 31, 2023 and Friday, June 2, 2023.

FURTHER RESOLVED that the following payroll check for Employee #2204 will be deducted for her two (2) unpaid days, Wednesday, May 31, 2023 and Friday, June 2, 2023.

7. Approve Movement on Salary Guide

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #2201 movement on the salary guide from 9BA+30 (\$63,940) to 9 MA (\$66,303) effective September 1, 2023 as per HTEA Contract.

8. Accept Students

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts Employee #2301 students for the 2023-2024 school year tuition free per Policy 5111.

9. Approve Non-Association Employees Contract for 2023-2024

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Non-Association Employees Contracts (3.20% salary increases) for the 2023-2024 school year:

- Employee #516, P/T Operations/Payroll Administrative Assistant - \$30,873 (includes longevity)

10. Approve Child Study Team

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Child Study Team to work in the summer up to but not exceed 30 hours each at the negotiated rate:

- Erica Kastell: LDTC
- Sarah Chittenden: Social Worker
- Lauren Aversa: Psychologist

11. Approve Special Education Teacher

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Kaylee Qualteria (pending criminal history/certificate) as Special Education Teacher for the 2023-2024 school year beginning August 22, 2023.

FURTHER RESOLVED, Ms. Qualteria will be placed on Step 2 MA of the 2023-2024 HTEA Salary guide, \$62,658

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L. POLICY

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

Roll Call Vote:

Giovannetti – Yes; Martin – Yes; Moustakas – Yes; Muller – Yes; Walker – Yes; Hance – Yes; Davis – Yes

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:

- P9130 (Public Complaints and Grievances)

M. FINANCE AND FACILITIES

Motion made by Mr. Davis, seconded by Mr. Giovanetti, to approve the following items:

Roll Call Vote:

Giovannetti – Yes; Martin – Yes; Moustakas – Yes; Muller – Yes; Walker – Yes; Hance – Yes; Davis – Yes

1. Approve 2023- 2024 Extraordinary Aid Application

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the FY24 application for Extraordinary Aid. The state may award a portion of an eligible classified student's education and support cost incurred that exceed \$40,000 for public school expenditures and \$55,000 for private school tuition expenditures.

2. Approve Transfer of Surplus to Emergency Reserve

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves transfer of surplus to emergency reserve.

WHEREAS, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Holland Township Board of Education wishes to deposit anticipated current year surplus into the Emergency Reserve account at year end, and

WHEREAS, the Holland Township Board of Education has determined that an amount not-to-exceed \$250,000 may be available for such purpose of transfer.

NOW, THEREFORE, BE IT RESOLVED by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

3. Approve Submission of Federal Grants Listed:

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the submission of the grants listed:

IDEA Consolidated Basic

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Preschool
ESEA Consolidated
Title I A
Title II A
Title III
Title IV A

4. Approve Grant Submission and Acceptance

RESOLVED that upon the recommendation of the Superintendent the Holland Township School approves the submission and acceptance of the School Climate Pilot Grant.

5. Accept NGPF Nearpod License Grant

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education accepts the NGPF Nearpod License Grant. The grant will enhance both Social Studies and Financial Literacy at Holland School.

6. Approve Waiver

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the submission of the "Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2023-2024 School Year" and certifies that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

7. Approve ESY Joint Transportation Agreement for the 2023-2024 School Year

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the 2023-2024 Joint Transportation Agreement between the Holland Township Board of Education and the Delaware Valley Regional High School District in the amount of \$18,187.91 for the following

ESY transportation routes and ESY Katzenbach Shool transportation route.

ESY TRANSPORTATION

HEO1 \$3260.53

HEO2 \$3008.08

HEO3 \$3344.68

HEO4 \$8574.63

FURTHER RESOLVED that the Holland Township Board of Education approves the cost for all the above-noted bus routes.

8. Approve Physical Therapist Shared Services Contract with Franklin Township School

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the Shared Services contract for the Physical Therapist Services with Franklin Township Schools.

9. Approve Transfer of Surplus to Capital Reserve

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves transfer of surplus to capital reserve.

WHEREAS, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

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WHEREAS, the Holland Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Holland Township Board of Education has determined that an amount not-to-exceed \$1,000,000 may be available for such purpose of transfer.

NOW, THEREFORE, BE IT RESOLVED by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations

10. Approve Insurance Renewal - SAIF

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves FY23-24 Package Insurance rates with School Alliance Insurance Fund (SAIF) and Zurich Insurance. SAIF provides coverage for: Property, Liability, and Workers Compensation. Zurich Insurance provides Student Accident Insurance.

11. Approve Transfer of Surplus to Maintenance Reserve

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the transfer of surplus to maintenance reserve.

WHEREAS, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Holland Township Board of Education wishes to deposit anticipated current year surplus into Maintenance Reserve account at year end, and WHEREAS, the Holland Township Board of Education has determined that an amount not-to-exceed \$500,000 may be available for such purpose of transfer.

NOW, THEREFORE, BE IT RESOLVED by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

12. Approve 23-24 LLD Contract with Kingwood Township School

RESOLVED that upon the recommendation of the Superintendent, the Holland Township Board of Education approves a LLD receiving tuition contract with Kingwood Township School District for the 2023-2024 school year.

- Tuition costs \$18,470.00
- Special Education Aide \$58,923.81
- OT and PT and or speech if required from IEP will be billed accordingly

N. SUPPLEMENTARY MATTERS – The Board spoke of the NJSBA Workshop, the Board self-evaluation, and Board training

O. COMMENTS: PUBLIC - GENERAL

Please approach the podium, state your name, and address your comments to the board president. Because this is a meeting at which the board needs to conduct its business, each member of the public will be limited to three minutes. And please refrain from abusive, obscene, or defamatory remarks; we expect that everyone will hold themselves to the highest level of professional courtesy and personal respect, given our shared interests and

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goals. Please remember that the board has an obligation to protect the privacy of district employees and students.

P. 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 Mr. Davis, seconded by Mr. Muller, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:21 to discuss Personnel Matters.

2. Motion to Enter Public Session

Motion made by Mr. Davis, seconded by Mr. Muller, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:45.

Motion by Mr. Davis, seconded by Mr. Muller, to have the CSA Evaluation entered into the personnel file.

Voice Vote:

Giovannetti – Aye; Martin – Aye; Moustakas – Aye; Muller – Aye; Walker – Aye; Hance – Aye; Davis – Aye

Q. ADJOURNMENT

1. Motion to Adjourn

Motion made by Mr. Muller, seconded by Mr. Davis, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 7:45.

Respectfully submitted,

HOLLAND TOWNSHIP SCHOOL DISTRICT



Jack Trent
School Business Administrator / Board Secretary

NOTE: SUPPORTING DOCUMENTATION OF A NON-CONFIDENTIAL NATURE SHALL BE ACCESSIBLE TO THE PUBLIC FOR INSPECTION AT THE MEETING AND IS AVAILABLE UPON REQUEST AT THE EARLIEST CONVENIENCE IN ACCORDANCE WITH THE PROVISIONS OF THE OPEN PUBLIC RECORDS ACT N.J.S.A. 47:1A ET SEQ.