

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, March 17, 2020, beginning at 7:00 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:** 7:00 pm

Davis_P__
Hackmann_P__
Hance____
McGuire_P__
Muller_P__
Somers_P__
Walker_P__
Witucki_P__

7 members present for roll call. 1 member absent
Laurie Hance arrived at 7:03 pm. 8 members now present.

E. **CORRESPONDENCE**

None.

F. **CONSENT AGENDA**

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

Affirmative Vote

8 AYES 0 NAYES 0 ABSTENTIONS

Motion carried 8-0 in voice vote.

1. **Approval of Minutes**

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of Feb. 25, 2020 and the Executive minutes of Feb. 25, 2020.

2. **Bill List**

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated February 29, 2020 check numbers 09762 thru N0398 in the amount of \$490,507.9 and March 17, 2020 check numbers 09765 thru 09813 in the amount of \$598,336.68.

3. **Finance**

- 1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending **Feb. 29, 2020** 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 **Feb. 29, 2020** 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 **Feb. 29, 2020** and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year. (This report will appear on the April Board Meeting Agenda)

G. **BOARD PRESIDENT REPORT**

None.

H. **SUPERINTENDENT REPORT**

None.

I. **PRINCIPAL REPORT**

Principal Susan Wardell commented on the Monclair State University "risk study" at the school, about the receipt of a gift card for the school from Amazon, and the amazing job our staff had displayed in preparing for the closure of school and online learning.

Board member Joseph Somers suggested that the Board send a letter to the staff in appreciation for their efforts.

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

A member of public thanked the Board for providing the recent "Screenagers" presentation to the community and students.

K. **EDUCATION**

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

Roll Call

Vote: Hance Y McGuire Y Muller Y Somers Y Walker Y Witucki Y
Hackmann Y Davis 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 February 18, 2020 to March 11, 2020 and affirms the actions of the administration.
2. **Approve Applying to NJ Sustainability for Schools**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the NJ Sustainable for Schools application in the amounts of \$2,000 to support and foster the STEM Education at Holland Township School for the 2020-2021 school year.
3. **Approve Pandemic Response Plan**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Pandemic Response Plan for the 2019/2020 school year.
4. **Approve Distance Learning Plan**
RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Distance Learning Plan for the 2019/2020 school year.

L. **PERSONNEL**

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

Roll Call

Vote: Hance Y McGuire Y Muller Y Somers Y Walker Y Witucki Y
Hackmann Y Davis Y

Motion carried 8-0 in roll call vote.

1. **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:

•**Wendy Brogan:** Teacher/Aide

2. **Approve Tournament of Champion Aides**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all current employed special education aides to accompany students as per IEP's to Tournament of Champions practice two times a week from May 5, 2020 - May 21, 2020 for approximately 1 hour per session at an hourly rate as per the HTEA Contract total not to exceed \$2,200.00.

3. **Approve Volunteer**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Lori Regep as a volunteer to assist John Horak (Coach) with Girls Softball.

4. **Approve Unpaid Leave**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Ronald Larsen's request for unpaid leave beginning March 13, 2020 until on or about June 30, 2020.

FURTHER RESOLVED Mr. Larsen will continue to contribute to his DHC and will remain on health benefits until June 30, 2020.

M. **POLICY**

Motion made by Davis, seconded by Hance, to add teleconferencing to Policy 161.

Roll Call

Vote: Hance_Y_McGuire_Y_Muller_Y_Somers_Y_Walker_Y_Witucki_Y_Hackmann_Y_Davis_Y

Motion carried 8-0 in roll call vote.

Motion made by Davis, seconded by Hackmann to suspend Bylaw 151 and waive two readings of policy 161 additions for immediate implementation.

Roll Call

Vote: Hance_Y_McGuire_Y_Muller_Y_Somers_Y_Walker_Y_Witucki_Y_Hackmann_Y_Davis_Y

Motion carried 8-0 in roll call vote.

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

Roll Call

Vote: Hance_Y_McGuire_Y_Muller_Y_Somers_Y_Walker_Y_Witucki_Y_Hackmann_Y_Davis_Y

Motion carried 8-0 in roll call vote.

1. **Approve Teleconference**

In accordance with the New Jersey Department of Education Broadcast dated, March 5, 2020, the Holland Board of Education acknowledges that in the event of a health related emergency closing of schools, business of the Board of Education may still need to occur. In this event where pressing business of the Board is required such as renewal of staff, budget hearings, approval of bills payments, policies etc., a meeting through electronic means will be permitted.

In accordance with the Open Public Meetings Act (OPMA), the following provisions will be implemented so that a meeting can occur during a health related emergency closing:

- Board of Education members will make every attempt to participate through a technology portal where they can be viewable for each other and members of the public. The Board of Education will accomplish this through online teleconference software where members of the public can call in as well as submit questions electronically.
- Notice of this meeting's virtual location will be published through the traditional means and outlets as well as being noticed on the District website and in the Board of Education Office no less than 48 hours in advance.
- The district will make every effort to post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will be placed on the district website.
- Members of the public will be provided an opportunity to make comments on both agenda and non-agenda items. These comments will be submitted through the teleconferencing/telephone tool. Chat feature. All comments will be read into the record by the Board of Education President or designee announcing both the member of the public and his/her address as is customary to provide with comments. In the event that additional information can be provided by a member of the Board of the Superintendent, it will be provided.
- Under these circumstances, and only when a Board of Education meeting needs to be held under the circumstances described above, a recording of the meeting with video will be posted in the same way that the audio is posted for traditional, in-person meetings of the Board. These recordings will not stand as the minutes, only the written record as approved will do so.
- Executive session will still be held in a second teleconferencing/telephone tool meeting open only to Board of Education members, the Board of Education Attorney, and members of the Central Office Administration.

Under no circumstances other than a health related emergency closing of schools,

does the Board of Education approve of the electronic participation in a Board of Education meeting by any member, unless set forth in a separate Board Policy.

N. **FINANCE AND FACILITIES**

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

Roll Call

Vote: Hance_Y McGuire_Y Muller_Y Somers_Y Walker_Y Witucki_Y
Hackmann_Y Davis_Y

Motion carried 8-0 in roll call vote.

1. **Approve State Aid for the 2020-2021 (FY21) School Year**

RESOLVED, that upon the recommendation of the Superintendent the Holland Township Board of Education accept the FY21 State Aid in the amount of \$1,476,994 less \$15,049 adjustment for SDA debt service funding, for an adjusted total of \$1,461,945

Equalization Aid: \$ 967,648
School Choice Aid: \$ 90,237
Transportation Aid: \$ 36,300
Special Education Categorical Aid: \$373,356
Security Aid: \$9,453
Total Aid: \$1,476,994

2. **Approve Tentative 2020-2021 (FY21) Budget and Submission to County DOE**

DISTRICT BUDGET STATEMENT 2020-2021

Motion made by Hackmann, seconded by Hance, upon the recommendation of the Superintendent of Schools that the Board approve the following resolution:

BE IT SO RESOLVED, to approve the tentative 2020-2021 School District Budget for submission to the Hunterdon County Department of Education as follows:

General Fund Operating Budget: \$12,050,021

Special Revenue Fund (Grants and Entitlements): \$158,669

BE IT FURTHER RESOLVED, to acknowledge that the 2020-2021 School District Budget as described above results in tax levies as follows:

General Fund (Tax Levy) \$9,669,135

The following Capital Reserve Outlay, Maintenance Reserve Outlay, and Emergency Reserve Outlay Expenditures, as outlined in the 2020-2021 Budget, to be undertaken for the health and safety of the students, funded by Capital Reserve, Maintenance Reserve, and Emergency Reserve Accounts:

Projects using Capital Reserve Account:

HVAC 10 ZONE - Upper Elementary: \$300,000

HVAC NURSE: \$ 50,000

TOTAL CAPITAL RESERVE: \$350,000

Projects using Maintenance Reserve Account:

ROOF REPAIR - SMALL GARAGE: \$ 20,000

ROOF REPAIR - LARGE GARAGE \$ 100,000

TOTAL MAINTENANCE RESERVE: \$ 120,000

Projects using Emergency Reserve Account:

ALYSSA BLUE LIGHTS: \$ 21,286

SERVER/INTERCOM UPGRADE: \$ 9,110

ALYSSA – BUTTON UPGRADE: \$ 3,496

TOTAL EMERGENCY RESERVE; \$33,892

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 2020-2021 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.

3. **Approve Use of Banked Cap in FY21 Budget**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the use of \$283,809 Banked Cap in the FY21 Budget. The district needs the latter unused taxing authority to balance FY21 budget, as a result of the reduction in State Aid.

O. **SUPPLEMENTARY MATTERS**

None.

P. **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.

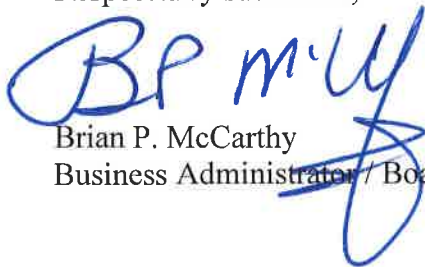
None.

Q. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by McGuire, seconded by Somers, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 7:15 pm.

Respectfully submitted,



Brian P. McCarthy
Business Administrator / Board Secretary

March 18, 2020