

Minutes of Regular Board Meeting

The Board of Education Holland Township School

A Regular Board Meeting of the Board of Trustees of Holland Township School was held Tuesday, November 26, 2019, 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

Davis_P__
Hackmann_P__
Hance____
McGuire____
Muller_P__
Scheibener____
Somers_P_
Walker____
Witucki_P__

5 members present. 3 members absent. Mrs. Hance arrived at 7:04 after roll call.

E. CORRESPONDENCE

1. Resignation Letter- Lorraine Scheibener

Lorraine Scheibener resigned her position as Board president effective 11/15/2019.

2. Delaware Valley Regional High School Diamond Jubilee Jamboree

A letter dated 10/8/2019 was addressed to Lorraine Scheibener, President. Delaware Regional High School is celebrating 60 years, since it opened its doors in 1960, and is inviting our Board of Education to be involved in planned May 2020 celebration.

3. District Articulation Letter

The Superintendents of Delaware Regional High School/Frenchtown, and its sending K-8 districts (Alexandria Township, Holland Township, Kingwood Township/Milford Borough) disclosed plans to work together for articulation days, professional development, and a

common school calendar.

F. **ELECTIONS FOR OFFICERS**

1. **Nominations of Board President**

Board Secretary to call for nominations for Board President.

Motion made by Muller, seconded by Somers, Matthew Davis was nominated for the position of Board President.

There being no further nominations for Board President, the nominations were closed on a motion by Hackmann, and a second by Muller.

Open Roll Call Vote: N.J.S.A. 10:4-14 requires that the public be able to ascertain how each Board Member votes and the Minutes of the meeting must reflect said votes.

Roll Call Vote:

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

Motion carried 6-0 in roll call vote.

2. **Nominations for Vice President**

Board Secretary relinquishes the chair to newly-elected President to call for nominations for Vice President.

Motion made by Muller, seconded by Davis, Westley Hackmann was nominated for the position of Vice President.

There being no further nominations for Vice President, the nominations were closed on a motion by Somers, and a second by Witucki.

Open Roll Call Vote: N.J.S.A. 10:4-14 requires that the public be able to ascertain how each Board Member votes and the Minutes of the meeting must reflect said votes.

Roll Call Vote:

Hackman Y Hance Y McGuire Muller Y Somers Y Walker Witucki Y Davis Y

Motion carried 6-0 in roll call vote.

G. **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 Somers, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:06 pm to discuss Personnel Matters.

2. Motion to Enter Public Session

Motion made by Hackmann, seconded by Muller, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:25 pm.

H. 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:

Roll Call Vote:

Hackman_Y Hance_Y McGuire__ Muller_Y Somers_Y Walker__ Witucki_Y Davis_Y__

Motion carried 6-0 in roll call vote.

1. Approval of Minutes

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of October 15, 2019 and the Executive minutes of October 25, 2019.

2. Bill List

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated October 31, 2019 check numbers 09458 thru N0382 in the amount

of \$297,308.56.

and the Bill List dated November 26, 2019 check numbers N0384 thru N0386 in the amount of \$1,060,475.21.

3. **Finance**

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month/s ending September 30, 2019 and October 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 month ending September 30, 2019 and October 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 September 30, 2019, and October 31, 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 the instructional needs of the School District or furthers the efficient operation of the School District, and is educationally necessary and fiscally prudent.

- Stephanie Snyder: January 10, 2020, SEL: A Comprehensive Exploration for School District Leaders, Trenton, NJ, \$150.00 Registration

- Ronald Larsen: 1/13/20, 1/27/20, 2/10/20, 2/24/20: Black Seal Low Boiler Pressure, Piscataway/Somerset Registration & Mileage

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.

6. **Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the resignation of Mrs. Lorraine Scheibener (Board President), with regret effective November 15, 2019.

The Holland Township Board of Education would like to thank Mrs. Scheibener for her continued service.

I. BOARD PRESIDENT REPORT

Board President Matthew Davis distributed a handout titled “Basics of Parliamentary Procedures” to the Board, and commented on his role as new Board President. He also described the recent NJSBA conference in Atlantic City as “Interesting and Useful”, and recommended that Board members attend next year.

J. SUPERINTENDENT REPORT

- . Superintendent Stephanie Snyder recognized two students who won the Patriot's Pen Essay Contest.

The Superintendent also commented on the recent Thanksgiving Senior luncheon. The latter is a “nice tradition” and students were actively involved in the successful event.

In addition, the Superintendent updated the Board on progress to her own goals:

1. Attendance procedures have been improved, but levels remain “about the same as last year”.
2. Discipline has noticeably improved in the school with fewer issues, to date.
3. Finally, there have been no reported HIB cases this year

K. PRINCIPAL REPORT

L. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

Frank Semini questioned the Superintendent on attendance policy, as it related to his daughter’s absence from school for vacation.

M EDUCATION

- . Motion made by Hance, seconded by Witucki, to approve items 1 through 10.

Roll Call Vote:

Hackman_Y_Hance_Y_McGuire___Muller_Y_Somers_Y_Walker___Witucki_Y_Davis_Y___

Motion carried 6-0 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 October 7, 2019 - November 12, 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 attached field trips for the 2019/2020 school year.

3. Approve School Safety and Security Plan Annual Review Statement of Assurance

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the School Safety and Security Plan Annual Review Statement of Assurance for the 2019-2020 school year. The School Safety and Security Plan Annual Review Statement of Assurance will be submitted to the County Office of Education.

4. Approve Memorandums of Understanding

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Memorandums of Understanding:

•2019-2020 Memorandum of Understanding between Holland Township School District, Holland Township Police Department and Law Enforcement Officials Regarding 18A:41-9 Access to School Surveillance Equipment

5. **Approve Grant Submission**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the submission of the 6th Grade Science Grant Proposal of The Green Eggs and Sand Horseshoe Crab Program, from Exxon Mobil. The grant would be used for STEM education in the classroom in the amount of \$900.00.

6. **Approve Grant Receipt**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the receipt of the 6th Grade Science Grant Proposal of The Green Eggs and Sand Horseshoe Crab Program, from Exxon Mobil. The grant would be used for STEM education in the classroom in the amount of \$900.00.

7. **Approve Nursing Service Plan**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Nursing Service Plan for the 2019-2020 School Year

8. **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 Tuesday, November 5, 2019 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 12:20 PM for both the elementary school students and the middle school students in the front of the school in the bus unloading area.

9. **Approve Response to Intervention Program**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approved the Response to Intervention Program for the 2019-2020 School Year.

10 **Approve Student Council Fundraising**

RESOLVED that upon the recommendation of the Superintendent the Student Council Members will be fundraising during home basketball games with proceeds split between Susan G. Komen Breast Cancer Foundation and the Pancreatic Cancer Action Network.

N. **PERSONNEL**

Motion made by Hance, seconded by Somers, to approve items 1 through 6.

Roll Call Vote:

Hackman_Y__Hance_Y__McGuire___Muller_Y__Somers_Y__Walker___Witucki_Y__Davis_Y__

Motion passed 6-0 in roll call vote.

1. **Approve Substitutes**

RESOLVED that upon the recommendation of the Superintendent the Holland Township

Board of Education approves the following substitute for the 2019-2020 school year:

- Nicholas Rogalski: Custodian
- Samantha Angione: Teacher/Aide

2. **Rescind Part Time Special Education Teacher (October 15, 2019 BOE Agenda)**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education rescinds the employment, of Ms. Amanda Smith as Part-Time Special Education Teacher (24.75 hours per week/.67 FTE) for the 2019-2020 school year beginning on or about November 1, 2019.

3. **Approve Part Time Special Education Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Stacey Timpson as Part-Time Special Education Teacher (24.75 hours per week/.67 FTE) for the 2019-2020 school year beginning on or about December 2, 2019.

FURTHER RESOLVED, Ms. Timpson will be placed on Step 11 MA at .67 FTE of the 2019-2020 HTEA salary guide, \$42,092.75 (pro-rated).

4. **Approve Student Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Lauren DelRosso as a student teacher (Clinical Practice) from Liberty University for one semester effective January 15, 2020. Ms. DelRosso will spend her time with Mrs. Deborah Croasdale.

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

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Sarah Tainow's request for unpaid FMLA/NJFLA/NJFLIA leave beginning on or about November 21, 2019 not to exceed 12 weeks on an intermittent basis.

6. **Approve Unpaid FMLA Leave Change**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Amy Bashford's request to change her unpaid FMLA leave from a consecutive leave to an intermittent leave beginning December 9, 2019 not to exceed 12 weeks in total.

O. **POLICY**

Motion made by Davis, seconded by Hance, to approve items 1 and 2.

Roll Call Vote:

Hackman_Y__Hance_Y__McGuire___Muller_Y__Somers_Y__Walker___Witucki_Y__Davis_Y__

Motion passed 6-0 in roll call vote.

1. **Approve Adoption of Policy**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves second reading:

- P 8600 (Student Transportation)
- R 8600 (Student Transportation)

2. **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 Policy and Regulation:

- P 0141 (Board Member Number and Term)

P. **FINANCE AND FACILITIES**

Motion made by Hance, seconded by Somers, to approve items 1 through 6.

Roll Call Vote:

Hackman_Y__Hance_Y__McGuire__Muller_Y__Somers_Y__Walker__Witucki_Y__Davis_Y__

Motion passed 6-0 in roll call vote.

1. **Professional Services**

RESOLVED upon the recommendation of the Superintendent the Holland Township Board of Education approves professional services provided by the following for the 2019-20 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 2019-20 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.

School Psychiatrist

Dr. Saranga Bhalla - \$1000.00 for Full evaluation and report (Not to exceed \$10,000, 10 Full Evaluations and reports).

2. **Approve Bank Resolution**

RESOLVED, that upon the recommendation of the Superintendent, the Holland Township Board of Education approves the updated certified copies of the Investors Bank resolution to approve a new bank signer for the General Fund and Capital Reserve accounts. It is further resolved to delete

Mrs. Scheibener and add Mr. Davis as signatory for these accounts effective November 15, 2019.

3. **Approve Three-Year Comprehensive Maintenance Plan and form M1 for 2019-2020**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the Three- Year Comprehensive Maintenance Plan and Form M-1 for the 2019-2020 school year, and the submission of the same to the New Jersey Department of Education. Forms are on file in the Business Office.

4. **Approve Transfer of Funds from Agency Bank Account to General Bank Account**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the transfer of \$7,155.68 from the Agency bank account to the

General Bank account at Investors Bank. The latter amount represents unclaimed balance as of June 30, 2019.

5. **Approve Submission of 2019-2020 (FY20) Health and Safety Evaluation Checklist to NJDOE**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the submission of "Health and Safety Evaluation of School Buildings Checklist 2019-2020" to the New Jersey Department of Education (NJDOE).

6. **Approve Transfer of Funds from Payroll Bank Account to General Bank Account**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the transfer of \$4,823.83 from the Payroll bank account to the General Bank account at Investors Bank. The latter amount represents unclaimed balance as of June 30, 2019.

Q. **SUPPLEMENTARY MATTERS**

Superintendent Stephanie Snyder asked the Board to discuss and agree to best method for organizing staff breakfast on 12/20.

1. **Board Vacancy**

The Board agreed that vacant position should be advertised, and that a prospective member could be interviewed and appointed at 1/2/2019 reorganization meeting.

2. **School Safety**

Board President Matthew Davis commented that the Board should make a decision on whether to move forward with a Class III officer, or other type of School Safety officer, at next meeting. He expressed his concern for this type of expenditure, given budget constraints, and whether potential funding might be better allocated to counseling services, etc. for school. Board member Laurie Hance described her positive experience with a Class III officer at her employer, while Board member Joe Somers inquired whether a police arrangement with the town might be possible situation.

R. **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 Semini commented that he was glad that we were discussing School Security. He also thanked the Superintendent for responding to his email inquiring about use of the Primary school gym for recreation basketball, and asked that we reconsider his request.
2. Stacey Kuzman told the Board that she could empathize with security concerns at the school. She also asked the Board to ensure that organizations that use the school's facilities practice community inclusive actions.
3. Tracey Kephart commented that last year's staff breakfast was "amazing", and hoped similar practices (use of cafeteria) might be maintained.

S. **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
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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 Somers, seconded by Muller, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 8:25 pm to discuss Personnel Matters and Collective Bargaining.

2. **Motion to Enter Public Session**

Motion made by Muller, seconded by Hackmann, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 9:19pm.

T. **ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Muller, seconded by Hackmann, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 9:19 pm.

Respectfully Submitted,



Brian McCarthy
Business Administrator / Board Secretary

November 27, 2019