

# Minutes of Regular Board Meeting

## The Board of Education Holland Township School

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A Regular Board Meeting of the Board of Trustees of Holland Township School was held Tuesday, January 22, 2019, beginning at 6:58 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. **Oath of Office**

Member to the Holland Township Board of Education for (1) 3-Year Term, January 1, 2019 to December 31, 2021:

•Timothy J. McGuire

E. **ROLL CALL**

Bickhardt\_P\_  
Davis\_P\_  
Hackmann\_P\_  
Hance\_P\_  
McGuire\_P\_  
Muller\_P\_  
Scheibener\_\_\_\_  
Somers\_P\_  
Witucki\_P\_

F. **CORRESPONDENCE**

1. **Resolution and Geodome Dedication Honoring Dr. Nancy Yard**

**Resolution for Dr. Nancy Yard**

Motioned by Bickhardt, seconded by Hackmann to approve resolution.

WHEREAS, Nancy Yard has served students in the Holland Township School District as a Principal/Curriculum Coordinator for thirteen (13) years; and

WHEREAS, Nancy Yard has used her expertise to provide a supportive and successful educational environment for students; and

WHEREAS, Nancy Yard has earned the respect and dedication of her colleagues because of her student-centered educational beliefs and for being an advocate for children and staff; and

WHEREAS, Nancy Yard has supported STEM education for middle school children by participating

in the Science Club; and

WHEREAS, it would be a fitting tribute to name the Geo Dome in honor of Dr. Yard with her effortless time and dedication in the building and development of the Geo Dome program; and

NOW, THEREFORE, BE IT RESOLVED, that the Holland Township Board of Education on this 22<sup>nd</sup> day of January in the year 2019 hereby dedicates and names the Geo Dome "The Dr. Nancy Yard Geo Dome" in honor of her legacy; and

NOW, THEREFORE, BE IT RESOLVED, that the Holland Township Board of Education, with the assistance of the Holland Township Education Association are authorized and empowered to take the actions necessary and appropriate to effectuate this dedication and naming.

BE IT FURTHER RESOLVED, that a copy of this resolution be recorded in the official minutes of the January 22, 2019, Board of Education meeting and presented to Dr. Nancy Yard as a sincere token of praise and appreciation on behalf of everyone at the Holland Township School District.

Roll Call Vote:

Bickhardt\_Y\_Davis\_Y\_Hackmann\_Y\_Hance\_Y\_McGuire\_\_Muller\_Y\_  
Scheibener\_\_\_Somers\_Y\_Witucki\_Y\_\_

Motioned passed 8-0 in roll call vote.

Board President Matt Davis and Board Member Joe Somers paid tribute to Dr. Yard. The PTO presented Dr. Yard with a signed quilt. Dr. Yard thanked the Staff and Board for the recognition, and commented on her positive time at Holland School.

**Motion by Davis, seconded by Hance to break for a 10 minute recess.**

All in favor: Yes: 8 No: 0 Abstentions: 0

**Motion by Bickhardt, seconded by Hance to return to public session**

All in favor: Yes: 8 No: 0 Abstentions: 0

2. Resignation Letter - Casey Bickhardt

**Resolution Honoring Casey Bickhardt**

Motioned by Davis, seconded by McGuire to approve resolution.

WHEREAS, Casey Bickhardt served on the Holland Township Board of Education from 2015 to 2019; and

WHEREAS, the Holland Township School Board benefitted from the commitment and expertise of Casey Bickhardt as she served on the committees for Policy, Personnel, Education and including the position of Chair for Finance and Facilities; and served as Liaison to Holland Township PTO; and

WHEREAS, Casey Bickhardt 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, Casey Bickhardt 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 Casey Bickhardt, 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 January 22, 2019, Board of Education meeting and presented to Casey Bickhardt as a sincere token of appreciation on behalf of the Holland Township School District.

Roll Call Vote:

Bickhardt\_Y\_Davis\_Y\_Hackmann\_Y\_Hance\_Y\_McGuire\_Muller\_Y\_Scheibener\_Somers\_Y\_Witucki\_Y

Motioned passed 7-0 in roll call vote with Mrs. Bickhardt abstaining.

3. Thank You from HTEA

The HTEA thanked the Board for the Holiday Staff breakfast.

4. PTO Presentation Honoring Dr. Yard

The PTO presented a signed quilt to Dr. Nancy Yard.

G. BOARD PRESIDENT REPORT

No comments from Vice President Matt Davis.

H. CONSENT AGENDA

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

All in favor: Yes: 8 No: 0 Abstentions:         

1. Approval of Minutes

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of December 18, 2018 meeting, December 18, 2018 Executive Session Minutes and the January 2, 2019 annual Board of Education Reorganization minutes.

2. Finance

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending December 31, 2018 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 December 31, 2018, and he 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 December 31, 2018 and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

3. Bill List

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated December 31, 2018 check numbers 08621 and NO354 in the amount of \$322,151.88 and the bill list dated January 22, 2019 in the amount of \$421,483.04.

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.

- Ed Pico: March 10, 2019 - March 13, 2019, 2019 NJSBGA Conference/Expo, Atlantic City, Registration \$200, Hotel \$291, Mileage \$69.20
- Stephanie Snyder: February 2019, NJSLA - 2019 Mandatory District Test Coordinator Training, Monroe, NJ
- Jason Kries: February 2019, NJSLA - 2019 Mandatory District Test Coordinator Training, Monroe, NJ, Mileage
- Kathryn Wilk: Morris-Union Jointure Commission New Providence, NJ, February 4, 2019, Welcome to the CST - Now What?, \$45.00 Registration, Mileage, February 12, 2019, Challenges Related to Working as a Member of a Child Study Team, \$45.00 Registration, Mileage, March 1, 2019, Difficulties and Disputes, \$45.00 Registration, Mileage, March 11, 2019, Interventions for Students with Dyslexia and Other Reading Differences, Grade K-12, \$135.00 Registration, Mileage, March 13, 2019, Inclusion Do's, Don'ts and Do Betters, Grade K-12, \$135.00 Registration, Mileage
- Hally Tomasheski: Morris-Union Jointure Commission New Providence, NJ, February 4, 2019, Welcome to the CST - Now What?, \$45.00 Registration, Mileage, February 12, 2019, Challenges Related to Working as a Member of a Child Study Team, \$45.00 Registration, Mileage, March 1, 2019, Difficulties and Disputes, \$45.00 Registration, Mileage, March 11, 2019, Interventions for Students with Dyslexia and Other Reading Differences, Grade K-12, \$135.00 Registration, Mileage, March 13, 2019, Inclusion Do's, Don'ts and Do Betters, Grade K-12, \$135.00 Registration, Mileage
- Kathleen McLane: Morris-Union Jointure Commission New Providence, NJ, February 4, 2019, Welcome to the CST - Now What?, \$45.00 Registration, Mileage, February 12, 2019, Challenges Related to Working as a Member of a Child Study Team, \$45.00 Registration, Mileage, March 1, 2019, Difficulties and Disputes, \$45.00 Registration, Mileage, March 11, 2019, Interventions for Students with Dyslexia and Other Reading Differences, Grade K-12, \$135.00 Registration, Mileage, March 13, 2019, Inclusion Do's, Don'ts and Do Betters, Grade K-12, \$135.00 Registration, Mileage
- Lauren Dalley: Morris-Union Jointure Commission New Providence, NJ, February 4, 2019, Welcome to the CST - Now What?, \$45.00 Registration, Mileage, February 12, 2019, Challenges Related to Working as a Member of a Child Study Team, \$45.00 Registration, Mileage, March 1, 2019, Difficulties and Disputes, \$45.00 Registration, Mileage, March 11, 2019, Interventions for Students with Dyslexia and Other Reading Differences, Grade K-12, \$135.00 Registration, Mileage, March 13, 2019, Inclusion Do's, Don'ts and Do Betters, Grade K-12, \$135.00 Registration, Mileage
- Caitlin Witucki: January 25, 2019, NJSBA - Ready Set Bargain, Trenton, NJ, \$149 Registration, Mileage
- Tim McGuire: January 25, 2019, NJSBA - Ready Set Bargain, Trenton, NJ, \$149 Registration, Mileage
- Wade Chilmoniki: February 1, 13, 26, 2019, Code of Conduct Certificate Program, Monroe, NJ, \$405 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.

I. **SUPERINTENDENT REPORT**

1. Superintendent Stephanie Snyder shared that the district had conducted a School Safety Meeting with the staff the previous week. She also shared that the PTO would now be organizing (and responsible) for the 8<sup>th</sup> grade dance.

The Superintendent thanked Board member Casey Bickhardt for her support and service to the district, and thanked the VFW for \$200 donation.

J. **PRINCIPAL REPORT**

Stephanie Snyder shared that students attended a seminar at Rutgers University.

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

1. Mrs. Ganley (Former HTS teacher) thanked and recognized Dr. Yard for her service to 7 Eagle scouts and to Troop 187.
2. Teacher Chris Regan thanked Dr. Yard for her service to the Holland School staff.
3. Teacher Denise Carney, and HTEA representative, thanked Dr. Yard for her service to Holland School and welcomed new Board members on the Negotiating committee.

#### L. EDUCATION

Motioned by Davis and seconded by Somers to approve items 1 through 4.

##### Role Call Vote:

Bickhardt\_Y\_Hackman\_Y\_Hance\_Y\_McGuire\_Y\_Muller\_Y\_Somers\_\_Y\_Witucki\_\_Y\_Davis\_Y\_\_Scheibener\_\_\_\_\_

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 December 11, 2018 - January 14, 2019 and affirms the actions of the administration. (1 investigation, 0 found to be HIB)

2. **Approve Donation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts a donation of \$200.00 from the Frenchtown Milford Post 7857 V.F.W. to be used in the library. The Board recognizes and thanks the Frenchtown Milford Post 7857 V.F.W. for their generous support of our school district.

3. **Approve Superintendent's EVVRS BiAnnual Report and Harassment, Intimidation, Bullying Bi-Annual Report**

RESOLVED that the Holland Township Board of Education accepts the Superintendent's EVVRS Bi-Annual Report and Harassment, Intimidation, Bullying Bi-Annual Report for September 1, 2018 to December 31, 2018.

4. **Approve Memorandums of Agreements**

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

- 2018-2019 Uniformed State Memorandum of Agreement between Holland Township School District, Holland Township Police Department and Law Enforcement Officials

- 2018-2019 Memorandum of Agreement between Holland Township School District, Holland Township Police Department and Law Enforcement Officials Regarding 18A:41-9 Access to School Surveillance Equipment

- 2018-2019 School Resource Officer Program Agreement between Holland Township School District, Holland Township Police Department and Law Enforcement Officials

#### M. PERSONNEL

Motioned by Somers and seconded by Bickhardt to approve items 1 through 7.

##### Roll Call Vote:

Bickhardt\_Y\_Hackman\_Y\_Hance\_Y\_McGuire\_Y\_Muller\_Y\_Somers\_Y\_\_Witucki\_Y\_Davis\_Y\_\_Scheibener\_\_\_\_\_

Motion carried 8-0 in roll call vote.

1. **Approve Tenure**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves granting tenure to Ms. Donna Luzzo with tenure date of February 18, 2019.

2. **Approve Substitutes**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following substitutes for the 2018-2019 school year:

- Patrick Maxwell: Custodian (Pending Criminal History)
- Patricia Springmann: Aide/Library Clerk/Cafeteria Aide

3. **Approve Addendum to Superintendent's Contract**

RESOLVED that the Holland Township Board of Education approves an addendum to the superintendent's contract of employment for Mrs. Stephanie Snyder to include Interim Principal of Schools and Curriculum Coordinator position effective February 1, 2019 through June 30, 2019.

FURTHER RESOLVED the Holland Township Board of Education approves an additional \$5,000 prorated salary for the Interim Principal Role and Curriculum Coordinator Role to Mrs. Stephanie Snyder.

4. **Annual Appointment of Officers/Appointments**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education appoints the following officials, for the period February 1, 2019 through June 30, 2019:

- HIB Specialist: Jennifer Leap, Lauren Dalley and Kristen Deniz

5. **Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves with regret the resignation of Cathy O'Rourke (3rd Grade Teacher) effective June 30, 2019.

6. **Rescind Custodian**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education rescinds the appointment of Mr. Anthony Mestre (pending criminal history) as a Full Time Custodian effective on or about January 21, 2019. Mr. Mestre will be placed on Step 1 (\$37,933) of the custodial salary guide (subject to change upon negotiations completion) and in addition will receive a 4% shift differential for working second shift.

7. **Approve Extra and Co-Curricular Activities**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following as coaches for the 2018/2018 school year as per the HTEA Contract:

- Position: Baseball Coach/Name: Nancy Holzworth/Stipend: \$1,980 (subject to change upon negotiations completion)
- Position: Baseball(Volunteer)/Name: Bradley Bidwell
- Position: Softball Coach/Name: Mike Bent (pending sub certification and criminal history)/Stipend \$1,980 (subject to change upon negotiations completion)

N. **POLICY**

No Action Items.

Roll Call Vote:

Bickhardt\_\_\_Hackman\_\_\_Hance\_\_\_McGuire\_\_\_Muller\_\_\_Somers\_\_\_Witucki\_\_\_Davis\_\_\_Scheibener\_\_\_

O. **FINANCE AND FACILITIES**

Motioned by Bickhardt, seconded by Hance to approve items 1 through 5. Item 6 was tabled.

Roll Call Vote:

Bickhardt\_Y\_Hackman\_Y\_Hance\_Y\_McGuire\_Y\_Muller\_Y\_Somers\_Y\_\_\_Witucki\_Y\_Davis\_Y\_Scheibener\_\_\_

Motion carried 8-0 in roll call vote.

1. **Approve Special Education Medicaid Initiative (SEMI) Program Waiver**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the waiver of of requirements for Special Education Medicaid Initiative (SEMI) Program as the District has fewer than 40 students who participate.

2. **Rescind Reduction in State Aide 2018-2019**

RESOLVED, that upon the recommendation of the Superintendent the Holland Township Board of Education rescinds using unassigned general fund surplus to maintain budgeted appropriations to account for reduction in State Aid of \$50,130 for the 2018-2019 school year.

3. **Approve Reduction in State Aide 2018-2019**

RESOLVED, that upon the recommendation of the Superintendent the Holland Township Board of Education approves using unassigned general fund surplus to maintain budgeted appropriations to account for reduction in State Aid of \$53,130 for the 2018-2019 school year.

4. **Approve Warren County Special Services School District Agreement:**

RESOLVED that upon the recommendation of the Superintendent, the Holland Township Board of Education approve Warren County Special Services School District (WCSSD)'s "RESOLUTION FOR PARTICIPATION IN COORDINATED TRANSPORTATION" contract agreement. This agreement allows Holland Township to participate in coordinated Transportation services with WCSSD. WCSSD will "organize and schedule routes to achieve maximum cost effectiveness" and will charge that rate plus a 4% administration fee.

5. **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 approved the new bank signer for the student activity account effective Feb. 1, 2019. (Delete Yard add Snyder)

6. **Approve Whitehall Associates, Inc Demographic Study Quotation**

RESOLVED that upon the recommendation of the Superintendent, the Holland Township Board of Education approves the quotation from Whitehall Associates, Inc. to conduct an updated Demographic Study for the Holland Township School District for a fee of \$2500.00

P. **SUPPLEMENTARY MATTERS**

No Supplementary matters were discussed.

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. A Parent made a statement about testing practices and transparency.

S. **ADJOURNMENT**

**Motion to Adjourn**

Motion made by Bickhardt, seconded by McGuire, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 8:00 pm.

Respectfully Submitted,

  
Brian P. McCarthy, Business Administrator / Board Secretary

January 23, 2019